

TOWN OF CLAYTON
 Town Plan Commission
 Meeting Minutes
 7:00 P.M. – on Wednesday, September 12, 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 Conditional Use Application submitted by Fredrick and Michana Westerfield for a Home Occupation Major. The property is located at 3577 Golf Wood Drive, Neenah, WI 54956; specifically described as Tax ID #006-1488, being located in Section 3, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Nate Novak, 3548 Golf Wood Drive
 - Neighbor to the applicants
 - Chose the subdivision because there were no covenants restricting outside storage
 - Subdivision well kept, neighbors have always been very polite and respectful
 - UPS and Fed Ex Deliveries are more intrusive and inconsiderate than the applicants deliveries
- Fred Westerfield, 3577 Golf Wood Drive
 - Operated business for 12 years
 - Have never received any complaints until this current complaint
 - Make continual effort to talk with neighbors to keep communication open and any potential issues in check
 - Employ several of the neighbors' children
 - Long range plan is to buy a separate property for the business, but the business is not yet able to support that endeavor

- Spoke with and continue to require all vendors making deliveries to obey the speed limits and to limit delivery times.
- Manderfield’s Bakery delivery 1-2 times per week, mid-day
- Gordan’s Delivery averages one per week either on Tuesday or Thursday, between 11:00 a.m. and 1:00 p.m.
- Number of deliveries based on work load, varies
- Formerly had Reinhart Food Service which used a full-size semi; Gordan’s is a smaller, 40 foot tractor trailer.
- Gordan Trucks turn around in cul de sac and then pull up next to the house which is second from the end
- Deliveries take approximately 15 minutes

Public Hearing was closed at 7:10 p.m.

III. Approval of Minutes

- A. Approval of the minutes of the Wednesday, August 8, 2018 Plan Commission Meeting.

MOTION

Motion by Commissioner Nemecek

Second by Commissioner Schmidt

Motion to approve the minutes of the Wednesday, August 8, 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. August CY 2018 Building Inspection Report.
- B. Copy of Correspondence with Sheila Harsdorf, Secretary of the Department of Agriculture, Trade, and Consumer Protection.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application submitted by Fredrick and Michana Westerfield for a Home Occupation Major on property located at 3577 Golf Wood Drive, Neenah, WI 54956; specifically described as Tax ID #006-1488, being located in Section 3, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Commissioner Haskell recused herself from the business.

Site Location: For property located at 3577 Golf Wood Drive, Neenah, WI 54956; specifically described as Tax ID #006-1488, being located in Section 3, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Fredrick and Michana Westerfield
3577 Golf Wood Drive
Neenah, WI 54956

Property Owners: Fredrick and Michana Westerfield
3577 Golf Wood Drive
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID# 006-1488:

- 1. The property is owned by Fredrick and Michana Westerfield, 3577 Golf Wood Drive, Neenah, WI 54956
- 2. The Lot is 1.520 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 Outagamie County Airport Zoning Height Limitation Zoning Area.
- 7. The property is out of the County’s Floodplain Zoning Area.
- 8. The property is in the County’s Shoreland Zoning Code 300-foot Buffer 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:

- 1. The Applicant is making the Conditional Use Application for an existing operation that has been in existence since CY 2007. The Administration is comfortable that a valid argument could be made that the function would qualify as an existing grandfathered nonconforming use under the Town’s Zoning Code of Ordinances. Specifically, since CY 2007 the Applicant has complied with the requirements of the County’s Health Department and the State Department of Revenue, it is reasonable to believe that both the County and the State were aware of the operation and would have required any additional permitting needed for the operation of the business (see attached documentation from the Town’s Zoning Code of Ordinances).
- 2. The Conditional Use Application Major is for the operation of a food concession truck, and the kitchen operation in the existing residential structure.
- 3. The existing business is permitted by the County’s Health Department and the State’s Department of Revenue (see attached documentation).
- 4. Based on the Application it is staff’s understanding that, when not in use, the food concession truck will be stored outdoors on the site.
- 5. 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 alongside the garage (not in the front yard) at all times.
6. For health and safety purposes, the kitchen facilities that are located in the residential structure should meet any and all applicable State, County, and Local construction codes and health code requirements.
 7. The Applicant should be reminded that the Conditional Use Major Permit allows for one non-related employee to work at the residential site.

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 alongside the garage of the existing residential structure (not in the front yard) at all times.
 3. That for health and safety purposes, the existing kitchen facilities in the principal residential structure should meet any and all applicable State, County, and Local construction codes and health code requirements.
 4. That the Applicants agree that the Conditional Use Major Permit allows for one non-related employee to work at the facility.
 5. That the Plan Commission consider time limitations on deliveries to the site. The applicant intends to supply information regarding delivery schedules.
 6. That the Plan Commission list any additional conditions it may want to place on the Conditional Use Major Application.
- Discussed limiting delivery times to weekdays between 9:00 a.m. and 3:00 p.m. to avoid school bus traffic and the primary “work” traffic

MOTION:

Motion by Commissioner Linsmeier

Second by Commissioner Wisnefske

Motion to recommend approval of the Conditional Use Permit to the Town Board with Staff recommendations and the Plan Commission recommendation to limit delivery days and times as follows:

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 alongside the garage of the existing residential structure (not in the front yard) at all times.
3. That for health and safety purposes, the existing kitchen facilities in the principal residential structure should meet any and all applicable State, County, and Local construction codes and health code requirements.
4. That the Applicants agree that the Conditional Use Major Permit allows for one non-related employee to work at the facility.
5. That deliveries be limited to weekdays between the hours of 9:00 a.m. and 3:00 p.m.

Motion carried by a vote of 5-0. (Commissioner Haskell recused herself.)

- B. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Jason D. Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956 for property located at 2847 and 2881 Larsen Road, Neenah, WI 54956 and specifically identified as Tax ID # 006-0645-01-02 and Tax ID# 006-0645-01-01 and described as All of Lot 1 and Lot 2 of CSM 7091, as part of the northwest ¼ of the northwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property located at located at 2847 and 2881 Larsen Road, Neenah, WI 54956 and specifically identified as Tax ID # 006-0645-01-02 and Tax ID# 006-0645-01-01 and described as All of Lot 1 and Lot 2 of CSM 7091, as part of the northwest ¼ of the northwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Jason D. Ehrmentraut
2847 Larsen Road
Neenah, WI 54956

Property Owner(s): Jason D. Ehrmentraut
2847 Larsen Road
Neenah, WI 54956

Consultant: Christian A. Hausfeld (S2492)
Precision Land Surveying LLC
1024 West Taylor Street
Appleton, WI 54914

Property Location: 2847 and 2881 Larsen Road, Neenah, WI 54956 and specifically identified as Tax ID # 006-0645-01-02 and Tax ID# 006-0645-01-01

Property Information:

- 2) The surrounding properties are zoned:
- North: R-2 (Suburban Residential District)
 - South: A-2 (General Agriculture District)
 - East: R-2 (Suburban Residential District)
 - West: R-1 (Rural Residential District), R-2 (Suburban Residential District), and A-2 (General Agriculture District)

Property Information Specific to Tax ID # 006-0645-01-02:

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

- The property is owned by Jason D. Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956.
- The property consists of approximately 0.760 acres.

10. The property is in the Neenah School District (3892).
11. The property is in the Department of Natural Resources Special Well Casing Area.
12. The property is currently Zoned R-2 (Suburban Residential District) by the Town.
13. The property is in the City of Neenah Extra Territorial Zoning District.
14. The property is out of the County's Floodplain Zoning Area.
15. The property is not in the County's Wetland Identifier.
16. The current land use is consistent with the Town's adopted Land Use Plan.
17. The proposed land use is consistent with the Future Land Use Plan.

Property Information Specific to Tax ID # 006-0645-01-01:

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

1. The property is owned by Jason D. Ehrmentraut, 2847 Larsen Road, Neenah, WI 54956.
2. The property consists of approximately 5.620 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 A-2 (General Agricultural District) by the Town.
6. The property is in the City of Neenah Extra Territorial 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 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 CSM changes one of the existing lot lines (southern lot line of Lot 2 of the proposed CSM) to accommodate the proposed changes to the exiting residential structure so that it conforms to the Town's Zoning Code of Ordinances; Lot 1 is approximately 0.801 acres (34,910 Square Feet) in size, Lot 2 is 5.584 acres (243,227 Square Feet).
2. The CSM **does show** the Right-to-Farm Language required by the Town.
3. Lot-1 of the proposed CSM operates under a Conditional Use authorized commercial landscaping facility with a number of structures and nursery facilities.
4. Lot-2 of the proposed CSM consists of a single-family residential structure with several small outbuildings.
5. Lot-1 of the proposed CSM is zoned A-2 (General Agricultural District), Lot-1 does meet the minimum acreage for the zoning district in the Town's Zoning Code requirements.
6. Lot-2 of the proposed CSM is zoned R-2 (Suburban Residential District), Lot-2 does meet the minimum acreage for the zoning district in the Town's Zoning Code requirements
7. Both Lot-1 and Lot-2 of the proposed CSM do have existing access from code compliant driveways on Larsen Road.
8. A very small portion of Lot-2 of the proposed CSM would have to be re-zoned from A-2 (General Agricultural District) to R-2 (Suburban Residential District). Given the de minimis size of the re-zoning the Administration is recommending that the re-zoning be completed as an Administrative function.
9. The current agricultural and residential uses of the property are consistent with the Town's approved Comprehensive Plan.

Staff Recommendations:

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

1. That the Commission recommend the de minimis re-zoning as an Administration function.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
3. The Applicant providing the Town with a Recorded Copy of the CSM.
4. Payment of \$250.00 CSM Review Fee to the Town of Clayton

MOTION:

Motion by Commissioner Nemecek

Second by Commissioner Linsmeier

Motion to recommend approval of the CSM to the Town Board with the staff recommendations as follows:

1. That the Commission recommends the de minimis re-zoning as an Administration function.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
3. The Applicant providing the Town with a Recorded Copy of the CSM.
4. Payment of \$250.00 CSM Review Fee to the Town of Clayton

Motion carried by unanimous voice vote.

- C. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Scott and Wendy Fromm, 7337 Woodenshoe Road, Neenah, WI 54956 and Richard R. Reinders, 7369 Woodenshoe Road, Neenah, WI 54956 for property located at 7369 Woodenshoe Road, Neenah, WI 54956, and 7337 Woodenshoe Road, Neenah, WI 54956, specifically identified as Tax ID # 006-0970, Tax ID # 006-0971 and Tax ID# 006-0972 and described as All of Lot 21, 22 and Lot 23, Oakcrest Manors, located in the southeast ¼ of the southeast ¼ of Section 36, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property located at located at 7369 Woodenshoe Road, Neenah, WI 54956, and 7337 Woodenshoe Road, Neenah, WI 54956, specifically identified as Tax ID # 006-0970, Tax ID # 006-0971 and Tax ID# 006-0972 and described as All of Lot 21, Lot 22 and Lot 23, Oakcrest Manors, located in the southeast ¼ of the southeast ¼ of Section 36, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Scott and Wendy Fromm
7337 Woodenshoe Road
Neenah, WI 54956

Property Owner(s): Scott and Wendy Fromm
7337 Woodenshoe Road

Neenah, WI 54956

and

Richard R. Reinders
7369 Woodenshoe Road
Neenah, WI 54956

Consultant: Thomas Kromm (S2062)
Kromm Land Surveying LLC
200 Prospector Court
Kaukauna, WI 54130

Property Location: 7369 Woodenshoe Road, Neenah, WI 54956, and 7337 Woodenshoe Road, Neenah, WI 54956, specifically identified as Tax ID # 006-0970, Tax ID # 006-0971 and Tax ID# 006-0972

Property Information:

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

Property Information Specific to Tax ID # 006-0970:

- The statements on the status of the property are specific to the proposed project site:
- 18. The property is owned by Richard R. Reinders, 7369 Woodenshoe Road, Neenah, WI 54956
 - 19. The property consists of approximately 0.360 acres.
 - 20. The property is in the Neenah School District (3892).
 - 21. The property is in the Department of Natural Resources Special Well Casing Area.
 - 22. The site contains Officially Mapped Roads (see attached map)
 - 23. The property is currently Zoned R-2 (Suburban Residential District) by the Town.
 - 24. The property is in the City of Neenah Extra Territorial Zoning District.
 - 25. The property is out of the County’s Floodplain Zoning Area.
 - 26. The property is not in the County’s Wetland Identifier.
 - 27. The current land use is consistent with the Town’s adopted Land Use Plan.
 - 28. The proposed land use is consistent with the Future Land Use Plan.

Property Information Specific to Tax ID # 006-0971:

- The statements on the status of the property are specific to the proposed project site:
- 1. The property is owned by Richard R. Reinders, 7369 Woodenshoe Road, Neenah, WI 54956
 - 2. The property consists of approximately 0.330 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 site contains Officially Mapped Roads (see attached map)
 - 6. The property is currently Zoned R-2 (Suburban Residential District) by the Town.
 - 7. The property is in the City of Neenah Extra Territorial Zoning District.

8. The property is out of the County's Floodplain Zoning Area.
9. The property is in the County's 300-foot Shoreland Zoning Buffer
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 # 006-0972:

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

1. The property is owned by Scott and Wendy Fromm, 7337 Woodenshoe Road, Neenah, WI 54956
2. The property consists of approximately 0.330 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 site contains Officially Mapped Roads (see attached map)
6. The property is currently Zoned R-2 (Suburban Residential District) by the Town.
7. The property is in the City of Neenah Extra Territorial Zoning District.
8. The property is out of the County's Floodplain Zoning Area.
9. The property is in the County's 300-foot Shoreland Zoning Buffer
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:

10. The CSM consolidates three existing Lots and re-divides them into two new Lots. Tax ID# 006-0970 is approximately 0.360 acres and contains an existing Zoning Code compliant single-family residential unit, Tax ID# 006-0971 is approximately 0.330 acres and contains a legal non-conforming garage structure, Tax ID# 006-0972 is approximately 0.330 acres and contains a Zoning Code compliant single-family residential structure.
11. The CSM **does show** the Right-to-Farm Language required by the Town.
12. Lot-1 of the proposed CSM will consist of a Zoning Code compliant single-family structure with a detached garage.
13. Lot-2 of the proposed CSM will consist of a Zoning Code compliant single-family residential structure.
14. Both Lot-1 and Lot-2 of the proposed CSM are zoned R-2 (Suburban Residential District), both Lot-1 and Lot-2 do meet the minimum acreage for the zoning district in the Town's Zoning Code requirements.
15. Lot-1 of the proposed CSM has an existing access from a code compliant driveway on Woodenshoe Road. The existing detached garage has access to Woodenshoe Road from the same code compliant driveway (see attached photo).
16. Lot-2 of the proposed CSM has access available from a code compliant driveway on Woodenshoe Road.
17. Both Lots created by the proposed CSM are subject to the dedication of Right-of-Way by the City of Neenah. The Administration is of the opinion that when and if Clayton Avenue were to be extended to CTR "JJ" it would never be more than an urbanized minor collector in its existing Right-of-Way and therefore there is no need to require the dedication of the Right-of-Way.

Staff Recommendations:

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

1. Concurrence with the Administration’s opinion that when and if Clayton Avenue were to be extended to CTR “JJ” it would never be more than an urbanized minor collector in its existing Right-of-Way and therefore there is no need to require the dedication of the Right-of-Way.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
3. The Applicant providing the Town with a Recorded Copy of the CSM.

MOTION:

Motion by Commissioner Linsmeier

Second by Commissioner Haskell

Motion to recommend approval of the CSM to the Town Board with the staff recommendations as follows:

1. Concurrence with the Administration’s opinion that when and if Clayton Avenue were to be extended to CTR “JJ” it would never be more than an urbanized minor collector in its existing Right-of-Way and therefore there is no need to require the dedication of the Right-of-Way.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
3. The Applicant providing the Town with a Recorded Copy of the CSM.

Motion carried by unanimous voice vote

- D. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Kurt and Deborah Konietzki, 3576 Dekalb Lane, Neenah, WI 54956 for property located at 3576 Dekalb Lane, Neenah, WI 54956 and specifically identified as Tax ID # 006-1581 and Tax ID# 006-1582 and described as All of Lot 34 and Lot 35 of Metzsig Hills II, located in the northeast ¼ of the southwest ¼ of Section 22, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 3576 Dekalb Lane, Neenah, WI 54956 and specifically identified as Tax ID # 006-1581 and Tax ID# 006-1582 and described as All of Lot 34 and Lot 35 of Metzsig Hills II, located in the northeast ¼ of the southwest ¼ of Section 22, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Kurt and Deborah Konietzki
3576 Dekalb Lane
Neenah, WI 54956

Property Owner(s): Kurt and Deborah Konietzki
3576 Dekalb Lane
Neenah, WI 54956

Consultant: Larry Kriescher (\$1599)
L.C. Kriescher And Associates LLC

5251 Grandview Road
Larsen, WI 54947

Property Location: 3576 Dekalb Lane, Neenah, WI 54956 and specifically identified as
Tax ID # 006-1581 and Tax ID# 006-1582

Property Information:

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

Property Information Specific to Tax ID # 006-1581:

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

1. The property is owned by Kurt and Deborah Konietzki, 3576 Dekalb Lane, Neenah, WI 54956.
2. The property consists of approximately 1.870 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 R-2 (Suburban Residential District) by the Town.
6. The property is out of the County's Floodplain Zoning Area.
7. The property is in the County's 300-foot Shoreland Zoning Buffer.
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.

Property Information Specific to Tax ID # 006-1582:

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

1. The property is owned by Kurt and Deborah Konietzki, 3576 Dekalb Lane, Neenah, WI 54956.
2. The property consists of approximately 2.310 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 R-2 (Suburban Residential District) by the Town.
6. The property is out of the County's Floodplain Zoning Area.
7. The property is in the County's 300-foot Shoreland Zoning Buffer.
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 proposed CSM consolidates two existing Lots into a single Lot for the purposes of building a detached garage adjacent to the existing residential structure. The existing Lot (Tax ID# 006-1581) is approximately 1.870 acres in size and contains the existing single-family residential structure, the second existing Lot (Tax ID# 006-1582 is approximately 2.310 acres in size and consist of vacant land.
2. The new Lot created by the proposed CSM is approximately 4.190 acres (182,631 square feet).
3. The CSM **does show** the Right-to-Farm Language required by the Town.

4. Lot-1 of the proposed CSM is zoned R-2 (Suburban Residential District) and does meet the minimum acreage for the zoning district in the Town's Zoning Code requirements.
5. Lot-1 of the proposed CSM can have an access from a code compliant driveway on DeKalb Lane.
6. Any detached garage structure constructed on the site would be eligible for a Code compliant access to DeKalb Lane.
7. The current use of the property is consistent with the Town's approved Comprehensive Plan.

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.
2. The Applicant providing the Town with a Recorded Copy of the CSM.

MOTION:

Motion by Commissioner Haskell

Second by Commissioner Linsmeier

Motion to recommend approval of the CSM to the Town Board with the staff recommendations as follows:

1. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
2. The Applicant providing the Town with a Recorded Copy of the CSM.

Motion carried by unanimous voice vote

VII. Upcoming Meeting Attendance: NONE

VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Wisnepske

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

Motion carried by unanimous voice vote

Respectfully submitted,
Holly Stevens, Deputy Clerk