

TOWN OF CLAYTON
Town Plan Commission
Meeting Minutes
7:00 P.M. – on Wednesday, December 14th, 2016
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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 at three locations in the Town.
4. Roll

a. Plan Commission Members

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

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

- NONE

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, November 9th, 2016 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Linsmeier

Seconded by: Commissioner Wisnefske

Motion: Motion to approve the Wednesday, November 9th, 2016 meeting minutes.

Vote: Motion carried.

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

Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present question or issue; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given. If you wish to speak during the Open Forum portion of the meeting, please complete “Request to Speak at Meeting” form located on the Agenda Table and give the form to the Town Clerk or Treasurer.

V. Correspondence:

- A. November CY 2016 Building Inspection Report.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Revised 2-Lot Certified Survey Map (CSM) application submitted by Michael A. Haase Revocable Trust and Sandra J. Haase Revocable Trust, 7669 Boom Bay Heights Road, Larsen, WI 54947 for property located on the southwest corner of Shady Lane and Clayton Avenue in the Town of Clayton, specifically described as Tax ID # 006-0327, being part of Lot 1 of Certified Survey Map No. 3651, being a part of the Northwest ¼ of the Northeast ¼ and part of the Northeast ¼, of the Northeast ¼ of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Property Information:

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

Property Information Specific to Tax ID # 006-0327:

1. The property is owned by Michael A. Haase Revocable Trust and Sandra J. Haase Revocable Trust, 7669 Boom Bay Heights Road, Larsen, WI 54947
2. The Lot is 84.030 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 County as A-2 (General Agriculture District).
6. The property is currently zoned by the Town as A-2 (General Agriculture District).
7. The property is in the Outagamie County Zoning District Zone 3.
8. The property is in the Outagamie County Zoning District Zone 2B.
9. The property is in the Outagamie County Airport Zoning District Height Restriction District.
10. The property is in the City of Neenah Exterritorial Zoning District.
11. The property is out of the County's Floodplain Zoning Area.
12. The property is in the County 300-foot and 1000-foot Shoreland zoning buffer.
13. The property is not in the County's Wetland Identifier.

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 a single parcel into two new Lots.
4. The first parcel created by the CSM is, Lot-1, 39.437 acres (1,717,897 square feet).
5. Lot-1 of the proposed CSM consists of vacant land.
6. Lot-1 of the proposed CSM does show a reservation future 66-foot right-of-way identified by both the Town of Clayton and the Village of Fox Crossing. This right-of-way should be located as shown on the Town's Future Land Use Map, however, the right-of-way may be relocated with prior approval of both the Town of Clayton and the Village of Fox Crossing.
7. Access to Lot-1 of the proposed CSM will be established on Shady Lane when and if the property is developed.
8. The second parcel created by the CSM is, Lot-2, 44.590 acres (1,942,322 square feet).
9. Lot-2 of the proposed CSM should show a reservation future 66-foot right-of-way identified by both the Town of Clayton and the Village of Fox Crossing. This right-of-way should be located as shown on the Town's Future Land Use Map, however, the right-of-way may be relocated with prior approval of both the Town of Clayton and the Village of Fox Crossing.
10. Access to Lot-2 of the proposed CSM could be established on either Shady Lane and/or Clayton Avenue when and if the property is developed.
11. Lot-2 of the proposed CSM does show the navigable stream and the 75' building setback on the site

Staff Recommendations on the Re-zoning Application:

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

1. Showing the dedication of the 66-foot right-of-way on Lot-1 of the proposed CSM as identified by both the Town of Clayton and the Village of Fox Crossing as it is shown on the Town's Future Land Use Map.
 2. Showing the dedication of the 66-foot right-of-way on Lot-2 of the proposed CSM as identified by both the Town of Clayton and the Village of Fox Crossing as it is shown on the Town's Future Land Use Map
 3. Subject to payment of all fees due the Town.
 4. Documentation of the approval of the proposed re-zoning Application by any overlying unit of government having jurisdiction.
- The Commission noted the re-submitted CSM complies with the Village of Fox Crossing requirement for Lots 1 AND 2 on one map
 - The Commission noted the re-submitted CSM complies with the Town of Clayton requirement for the map to show both roads
 - The Commissioners discussed the differences between "Road Dedication" and "Future Road Right-of-Way" designations

MOTION:

Motion by: Commissioner Reif

Second by: Commission Linsmeier

Motion to approve the resubmitted CSM with staff recommendations

Vote: Carried by unanimous voice

B. Discussion/Recommendation: Plan Commission preliminary discussion on creating administrative language relative to the Working Lands Section of the Town’s Comprehensive Plan.

- Administrator Johnston explained there was nothing formal to review at this point. With recommendation from Town Planner Ken Jaworski, the item is included for discussion to provide opportunity for any members of the Commission with questions, suggestions or ideas to present them.
- Commissioner Haskell asked if lands classified as “working lands” would be required to generate income.
- Administrator Johnston explained income is not a requirement according to the Town of Clayton definition.
- Planner Jaworski explained the intent of the development of the language is expand upon and develop further some of the common uses / classifications in order to better define them for the Town.

VII. Upcoming Meeting Attendance

A. NONE

VIII. Adjournment

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Linsmeier

Motion: To Adjourn the Plan Commission meeting at 7:10 PM.

Vote: Motion carried.

Respectfully submitted,
Holly Stevens, Deputy Clerk