

TOWN OF CLAYTON
 Town Plan Commission
 Meeting Minutes
 7:00 P.M. – on Wednesday, May 13th, 2015
 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 Haskell	PRESENT
Commissioner Jesse	PRESENT
Commissioner Reif	PRESENT
Commissioner Eckstein	ABSENT
Commissioner Dorow	ABSENT
Commissioner Linsmeier	ABSENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Straw	PRESENT
Planner Ken Jaworski	PRESENT

II. Public Hearings:

- A. Public Hearing before the Plan Commission on a re-zoning application submitted by the petitioners, Timothy W. and Barbara G. Wrase, 411 Kittiver Court, Neenah, WI 54956 for property located at 9416 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0055 being part of the northwest ¼ of the southeast ¼, of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to be rezoned from A-2 (GENERAL FARMING DISTRICT) to R-1 (RURAL RESIDENTIAL DISTRICT).

- B. Public Hearing before the Plan Commission on a Conditional Use Application submitted by the Petitioner(s): Becky and Brian Falk, 3208 Shady Lane, Neenah, WI 54956 for the purposes of having up to 12 back yard chickens. The property that will be subject to the conditional use is located at 3208 Shady Lane, Neenah, WI 54956, specifically described as TAX ID# 006-0031-01, being part of Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- C. Public Hearing before the Plan Commission on a Conditional Use Application submitted by the Petitioner(s), Christina L. and Jeremy J. Belongia, 2925 East Ridge Place, Neenah, WI 54956 for an Artificial Pond on property located at 2925 East Ridge Place, Neenah, WI 54956, specifically described as Tax ID # 006-0598-01-03, being described as Lot 1 of CSM 6298 located in Section 23, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- No speakers presented for the Public Hearings. Public hearing closed at 7:03 p.m.

III. Approval of Minutes:

- A. Approval of the minutes of the Wednesday, April 8th, 2015 Regular Plan Commission Meeting.

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Haskell

Motion: Motion to approve the Wednesday, April 8th, 2015 meeting minutes.

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. April Building Inspector Report.

- B. Zoning Reports and Ordinances from Winnebago County Board.

VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Linda S. Grundman, 7490 Center Road, Neenah, WI 54956 for property located at 7490 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0853-01 being all of the northwest ¼, of the southwest ¼ and a part of the southwest ¼ of the northwest ¼ of Section 34, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 7490 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0853-01 being all of the northwest ¼, of the southwest ¼ and a part of the southwest ¼ of the northwest ¼ of Section 34, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Linda S. Grundman
7490 Center Road
Neenah, WI 54956

Property Owner(s): Linda S. Grundman
7490 Center Road
Neenah, WI 54956

Consultant: L. C. Kriescher and Associates S1599
5251 Grandview Road
Larsen, WI 54947
Property Location: 7490 Center Road
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0853-01:

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

1. The property Tax ID is # 006-0853-01.
2. The property consists of approximately 4.330 acres.
3. The property is in the Winneconne School District (6608).
4. The property is in the Department of Natural Resources Special Well Casing Area.
5. The property is currently Zoned R-1 (Rural Residential District) by the Town.
6. The property is currently Zoned R-1 (Rural Residential District) by the County.
7. The property is out of the County's Floodplain Zoning Area.
8. The property has both a 1000 foot and a 300 foot Shoreland Zoning Buffer.
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 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 **not** show the Right to Farm Language required by the Town.
3. The CSM reconfigures 2 existing lots; the first (Lot 1) is 5.514 acres (240,207.48sq. ft.) and the second (Lot 2) is 33.409 acres (1,455,279 sq. ft.).
4. Lot 1 of the proposed CSM contains a single family residence, a detached garage, and does meet the minimum area requirement for the A-2 (General Agricultural District); however, the property is currently zoned R-1 (Rural Residential District) and it is the Administration's understanding that there is some interest in re-zoning Lot 1 to A-2 (General Agricultural District) in the future.
5. Lot 2 of the proposed CSM is farmland and does meet the minimum area for the A-2 (General Agricultural District).
6. Lot 1 of the proposed CSM does have an existing residential ingress and egress access point from Center Road while Lot 2 of the proposed CSM is currently being farmed and does have an agricultural access point.
7. The proposed CSM does show the dedication of approximately 1.005 acres (43,790 sq. ft.) of Public Right-Of-Way for the eastern side of Center Road across the road frontage of both Lot 1 and Lot 2.

- 8. The only question generated by the proposed CSM can be seen on page 2 of 4 as Detail “A”. Staff is working with the abutting property owner on a Quit Claim Deed that would resolve the property line issue for both Lot 1 and Lot 2 of the CSM.

Staff Recommendations:

- 1. Staff recommends approval of the proposed CSM subject to the following conditions:
- 2. Inclusion of the Town’s Right to Farm Language on the face of the CSM.
- 3. The resolution of the property line issue that is shown on page 2 of 4 as Detail “A” prior to presenting the proposed CSM for signatures by the Town.
- 4. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

- Ken Jaworski asked about the acreage and right to farm language.

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Jesse

Motion: Make a motion that we recommend approval to the Town Board the Certified Survey Map (CSM) for property located at 7490 Center Road, Neenah, WI, 54956 with the staff recommendations to include the Right to Farm Language and documentation as presented.

Vote: Motion carried.

B. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by Timothy W. and Barbara G. Wrase, 411 Kittiver Court, Neenah, WI 54956 for property located at 9416 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0055 being part of the northwest ¼ of the southeast ¼, of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 9416 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0055 being part of the northwest ¼ of the southeast ¼, of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Timothy W. and Barbara G. Wrase
411 Kittiver Court
Neenah, WI 54956

Property Owner(s): Timothy W. and Barbara G. Wrase
411 Kittiver Court
Neenah, WI 54956

Consultant: Gary A. Zahringer S2098
Martenson & Eisele, Inc.
1377 Midway Road
Menasha, WI 54952

Property Location: 9416 Center Road
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0055:

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

1. The property Tax ID is # 006-0055.
2. The property consists of approximately 6.810 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 currently Zoned R-1 (General Agricultural District) by the County.
7. The property is in the Outagamie County Airport Height Zoning District.
8. The property is out of the County's Floodplain Zoning Area.
9. The property has a 300 foot Shoreland Zoning Buffer.
10. The property is not in the County's Wetland Identifier.
11. The land use is consistent with the Town's adopted Land Use Plan.

Staff Comments:

1. The proposed CSM is consistent with the Town's approved Future Land Use Plan.
2. The proposed CSM does **not** show the Right to Farm Language required by the Town.
3. The proposed CSM creates 2 lots from an existing single parcel; the first (Lot 1) is 3.059 acres (133,260 sq. ft.) and the second (Lot 2) is 3.438 acres (149,777 sq. ft.).
4. Lot 1 of the proposed CSM does not meet the minimum area requirement for the A-2 (General Agricultural District) and will need to be re-zoned to R-1 (Rural Residential District); Lot 2 of the proposed CSM also does not meet the minimum area for the A-2 (General Agricultural District) and will need to be re-zoned to R-1 (Rural Residential District).
5. Lot 2 of the proposed CSM is farmland and does have an existing barn structure on the property. The existing structure does meet the Town's Zoning Code setbacks and would be allowed to stay based on the fact that it is existing and the fact that it would likely be determined to have cultural value as an agricultural building.
6. Based on the Town's Future Land Use map the Town is planning on a road extending east from Center Road along the north property line of Lot 1 of the proposed CSM.
7. The Administration suspects that both Lots created by the proposed CSM have areas that are within the County's 300 foot Shoreland Zoning Buffer. However, since the Department of Natural Resources (DNR) has determined that the waterway to the west of the property is non-navigable the County's Shoreland Zoning Buffer is not likely to be valid. Staff has reviewed this opinion with County Zoning and Cary Rowe has indicated that he agrees with staff's conclusion.

8. Under the Town's new Access Ordinance a single access point would be required for both Lots 1 and 2. The Administration is recommending that rather than a shared driveway the Commission recommend to the Board twin driveways; specifically, that both driveways access Center Road at the same place. In order to accomplish this, the CSM should show a driveway on the north property line of Lot 2 at Center Road and a driveway on the south property line of Lot 1 at Center Road. Since the Access Code sets a minimum length for culverts but not a maximum length this option will meet the requirements on the Access Code and allow for individual driveways. The only extra requirement would be a culvert cleanout midway through the culvert.
9. The proposed CSM does show the dedication of approximately 14,035 sq. ft. of Public Right-Of-Way for the eastern side of Center Road across the road frontage of both Lot 1 and Lot 2.

Staff Recommendations:

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

1. That, based on the Town's Future Land Use Map, the Commission recommend and the Board approve the dedication of a 33-foot Right-Of-Way along the north property line of Lot 1 of the proposed CSM (from Center Road approximately 667.78 east).
2. That both Lot 1 and Lot 2 of the proposed CSM be re-zoned from A-2 (General Agricultural District) to R-1 (Rural Residential District).
3. Inclusion of the Town's Right to Farm Language on the face of the CSM.
4. Commission recommendation and Board approval of twin driveways; specifically, that both driveways access Center Road at the same place. In order to accomplish this, the CSM should show a driveway on the north property line of Lot 2 at Center Road and a driveway on the south property line of Lot 1 at Center Road with the requirement that a culvert cleanout be installed midway through the culvert.
5. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.
 - Discussed the shared driveway.
 - Commissioner Haskell discussed the driveway use relative to property owners.
 - Commissioner Reif discussed if the owners are aware of the road.

MOTION:

Motion by: Commissioner Jesse

Second by: Commissioner Reif

Motion: Make a motion that we recommend approval to the Town Board of the Certified Survey Map (CSM) for property located at 9416 Center Road, Neenah, WI, 54956 with the staff recommendations and documentation as presented.

Vote: Motion carried.

- C. Discussion/Recommendation: Plan Commission review and recommendation on a re-zoning application submitted by the petitioners, Timothy W. and Barbara G. Wrase, 411 Kittiver Court, Neenah, WI 54956 for property located at 9416 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0055 being part of the northwest ¼ of the southeast ¼, of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to be

rezoned from A-2 (GENERAL FARMING DISTRICT) to R-1 (RURAL RESIDENTIAL DISTRICT).

Site Location: The property is located at 9416 Center Road, Neenah, WI, 54956 and specifically identified as Tax ID # 006-0055 being part of the northwest ¼ of the southeast ¼, of Section 3, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant(s): Timothy W. and Barbara G. Wrase
411 Kittiver Court
Neenah, WI 54956

Property Owner(s): Timothy W. and Barbara G. Wrase
411 Kittiver Court
Neenah, WI 54956

Consultant: Gary A. Zahringer S2098
Martenson & Eisele, Inc.
1377 Midway Road
Menasha, WI 54952

Property Location: 9416 Center Road
Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID # 006-0055:

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

1. The property Tax ID is # 006-0055.
2. The property consists of approximately 6.810 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 currently Zoned R-1 (General Agricultural District) by the County.
7. The property is in the Outagamie County Airport Height Zoning District.
8. The property is out of the County's Floodplain Zoning Area.
9. The property has a 300-foot Shoreland Zoning Buffer.
10. The property is not in the County's Wetland Identifier.
11. The land use is consistent with the Town's adopted Land Use Plan.

Staff Comments:

1. The property is being re-zoned at the Town’s request to match the land use function of the Town’s Zoning Code of Ordinances.
2. Based on the approval of the Certified Survey Map (CSM) the properties are eligible for a code compliant frontage and access from Center Road or in the alternative that the properties have been required to have shared driveways.
3. The lot does meet all of the Town’s Zoning Code requirements.
4. The property is consistent with the Town’s approved Comprehensive Plan.
5. The proposed rezoning is consistent with the Town’s approved Future Land Use Map.

Staff Recommendations:

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

1. Documentation of the approval of the proposed rezoning by any overlying unit of government having jurisdiction.

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Jesse

Motion: Make a motion that we recommend approval to the Town Board for the re-zoning application submitted by Timothy and Barbara Wrase for the property located at 9416 Center Road, Neenah, WI, 54956 and Tax ID # 006-0055 with the staff recommendations and documentation as presented.

Vote: Motion carried.

D. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application submitted by the Petitioner(s): Becky and Brian Falk, 3208 Shady Lane, Neenah, WI 54956 for the purposes of having up to 12 back yard chickens. The property address that will be subject to the conditional use is located at 3208 Shady Lane, Neenah, WI 54956, specifically described as TAX ID# 006-0031-01, located in Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: For property located at located at 3208 Shady Lane, Neenah, WI 54956, specifically described as TAX ID# 006-0031-01, being part of Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: Becky and Brian Falk
 3208 Shady Lane
 Neenah, WI 54956

Property Owners: Becky and Brian Falk
 3208 Shady Lane
 Neenah, WI 54956

Property Information:

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

Property Information Specific to Tax ID# 006-0031-01:

1. The property is owned by Becky and Brian Falk 3208 Shady Lane Neenah, WI 54956.
2. The Lot is 1.410 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-1 (Rural Residential District).
6. The property is in the Outagamie County Airport Height 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 land use is consistent with the Town's adopted Land Use Plan.

Staff Comments:

1. The Town's Zoning Code of Ordinances requires a Conditional Use Permit for back yard chickens.
2. Attached please find a copy of the required Conditional Use Application.
3. The Falk's would like to have up to 12 chickens in a fully confined coop and undetermined free range activity in the back yard area. Additionally, they have indicated that they do not want to have any roosters.

Staff Recommendations:

Staff recommends approval of the proposed Conditional Use Application for the purposes of having up to 12 back yard chickens subject to the following conditions:

1. That the Applicant comply with the Town's Zoning Code of Ordinances.
2. That the Applicant comply with the Statutory requirement that the premise be recorded with the State Department of Agriculture, Trade and Consumer Protection.
3. That the Commission set the number of chickens allowable under the Conditional Use.
4. That there shall be no roosters on site at any time.
5. The chickens shall be contained in the coop or in a confined area of the back yard of the property that meets the Zoning Code setback requirements.
6. The chickens shall not be allowed to free range on the property.
7. Should the animal husbandry cease for more than 12 consecutive calendar months the Conditional Use shall be deemed to have ceased and the Conditional Use Permit terminated.
8. Should the Conditional Use terminate, any structures specifically related to the animal husbandry and with no alternate use shall be removed.
9. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

- Burt Drews, 3113 County Road II, Neenah, WI. Discussed how they register their chickens by filling out a form so they are returned to them.
- Engineer Jaworski discussed the possible sale of the eggs and/or the chicken(s).
- The Falks commented that the chickens are intended to be for personal use only. Asked about the fee for DATCAP registration and Burt Drews advised there are no fees.

MOTION:

Motion by: Commissioner Jesse

Second by: Commissioner Haskell

Motion: Make a motion that we recommend approval to the Town Board of the Conditional Use Application with the staff recommendations and to also include 12 chickens.

Vote: Motion carried.

E. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application submitted by the Petitioner(s), Christina L. and Jeremy J. Belongia, 2925 East Ridge Place, Neenah, WI 54956 for an Artificial Pond on property located at 2925 East Ridge Place, Neenah, WI 54956, specifically described as Tax ID # 006-0598-01-03, being described as Lot 1 of CSM 6298 located in Section 23, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The property is located at 2925 East Ridge Place, Neenah, WI 54956, specifically described as Tax ID # 006-0598-01-03, being described as Lot 1 of CSM 6298 located in Section 23, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Christina L. and Jeremy J. Belongia
2925 East Ridge Place
Neenah, WI 54956

Property Owners: Christina L. and Jeremy J. Belongia
2925 East Ridge Place
Neenah, WI 54956

Property Information:

1. The surrounding properties are zoned:
 - a) North:
R-2 (Suburban Residential District) and R-1 (Rural Residential District)
 - b) South:
R-2 (Suburban Residential District) and R-1 (Rural Residential District)
 - c) East:
R-1 (Rural Residential District), B-2 (Community Business District), and B-3 (General Business District)
 - d) West:
R-2 (Suburban Residential District) and R-1 (Rural Residential District)

Property Information Specific to Tax ID # 006-0598-01-03:

1. Christina L. and Jeremy J. Belongia, 2925 East Ridge Place, Neenah, WI 54956.
2. The Lot is 3.100 acres in size.
3. The property is in the Neenah School District (3802).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned R-1 (Rural Residential District) by the County.
6. The property is currently zoned R-1 (Rural Residential District) by the Town.
7. The property is in the Neenah Extra Territorial Zoning District.
8. The property is out of the County's Floodplain Zoning Area.
9. The property has a 1000-foot County Shoreland Zoning Code Buffer.
10. The property is not in the County's Wetland Identifier.

Staff Comments:

1. Christina L. and Jeremy J. Belongia (the Applicants) have requested a Conditional Use Permit for the purposes of constructing an artificial pond on property located at 2925 East Ridge Place, Neenah, WI specifically described as Tax ID # 006-0598-01-03, being described as Lot 1 of CSM 6298 located in Section 23, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
2. Attached, please find the engineering design for the proposed pond; please be advised that the pond is going to require a Department of Natural Resources (DNR) Chapter 30 Permit for a pond in a wetland area.
3. The Plans for the project do meet the Town's Artificial Pond, Ditches, and Dikes Ordinance requirements and subject to the Conditional Use Permit could be constructed as a pond on private property.
4. Based on conversations with the contractor and the design engineer staff expects that any outfall for the proposed pond will direct water into the Town's storm water management ditch on Ridgeway Drive and ultimately into the Town's storm water management pond located on Ridgeway Drive.

Staff Recommendations:

Staff recommends approval of a Conditional Use Application submitted by the Petitioner(s), Christina L. and Jeremy J. Belongia, 2925 East Ridge Place, Neenah, WI 54956 for an Artificial Pond on property located at 2925 East Ridge Place, Neenah, WI 54956, specifically described as Tax ID # 006-0598-01-03, being described as Lot 1 of CSM 6298 located in Section 23, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin subject to the following conditions:

1. That the DNR approve any required permits and/or conditions.
2. That the Applicants cause the proposed pond to be constructed as designed by their Engineer and approved by the Town.
3. That the Applicants have a long-term maintenance agreement for the pond in place with the Town as part of the review and approval of the pond design.
4. That the Applicants have approval of the proposed pond by any overlying unit of government having jurisdiction.
 - Administrator Johnston discussed how the pond will drain and cleaning issues. Suggesting draining it between the two houses on the south side of Ridgeway to drain into the storm water management ditch.
 - Ben Hamblin, 2986 W Shady Lane appearance on behalf of McMahan. DNR permit will be required. The pond is planning to be a wild life pond.

MOTION:

Motion by: Commissioner Haskell

Second by: Commissioner Jesse

Motion: Make a motion that we recommend approval to the Town Board for the Conditional Use Application submitted by Christina and Jeremy Belongia for the property located at 2925 East Ridge Place and Tax ID # 006-0598-01-03 with the staff recommendations and documentation as presented.

Vote: Motion carried.

- F. Discussion/Recommendation: Plan Commission review, recommendation and direction to staff on the Town's Comprehensive Plan update and the scheduling of a public participation meeting and a joint meeting between the Town Board, the Plan Commission, and the Green Space Committee.

Town staff and Town Planning Consultant, Ken Jaworski (Ken) would like to review the work done to date and several specific procedural items such as the inclusion of fact, or by reference, of the Town's Farmland Preservation and the Town's Comprehensive Outdoor Recreation Plan in the Town's Comprehensive Plan. Additionally, staff would like the Commission's direction on scheduling a joint work session with the Town Board and the Town's Green Space Committee, and on scheduling the Public Participation Meeting. The Administration would like to meet with the Town's Officials to generate a draft document for the Public Participation Meeting. Ideally, staff would like to have a document that it could make available to the Public before the Public Participation Meeting. This would allow for a more inclusive process that would benefit from outside ideas and input. Once this process is complete staff would like to review the document with the Commission one chapter at a time before the final draft is presented to the Public. Any input on the process from the Commission would be appreciated.

- Administrator Johnston discussed having a joint meeting on June 10th, 2015 at 6:30 p.m. with the Plan Commission, Town Board and Green Space Committee to discuss educational information.

NO ACTION TAKEN

- G. Discussion/Review: Staff review and update to the Commission on the CCA Properties LLC development at 2630 American Drive, Neenah, WI 54957. Staff would like to update the Commission on the CCA Properties Development on West American Drive. The Commission did review and approve the Site Plan for the development. The Commission's approval included the requirements for the first expansion of the building and the additional landscaping requirements. The Developer has included those requirements in the project plans. Staff has included building and landscaping plans in the Commission's packet.

NO ACTION TAKEN

- H. Discussion/Review: Staff review and update to the Commission on its interpretation of the requirements of a monument sign; specifically, on how to measure the size of the monument portion of the sign.

Attached please find a copy of the Development sign for Strawberry Estates as well as portions of the Town's Zoning Code of Ordinances relating to signs. The Administration has put this item on the Commission's agenda for general discussion and direction to staff. Specifically, the Sign Ordinance places limits on the size of the sign but no limits on the size of the monument supporting the sign. In most cases this will not be an issue; however, there is always the exception. The Administration proposes to bring the exceptions to the Plan Commission and the Town Board for approval, please be advised that the exceptions are going to be based on a subjective interpretation by the Town Administrator and Town staff. Staff would greatly appreciate any input the Commission may have on the process.

NO ACTION TAKEN

VII. Upcoming Meeting Attendance

VIII. Adjournment

MOTION:

Motion by: Commissioner Jesse

Second by: Commissioner Haskell

Motion: To Adjourn the Plan Commission meeting at 8:03 PM.

Vote: Motion carried.

Respectfully submitted,
Laurie L. Goffard, Deputy Clerk