



TOWN OF CLAYTON

Special Meeting of the Town Plan Commission Meeting Minutes

www.townofclayton.net
Town Office Building
8358 County Road T
Larsen, WI 54947

Wednesday, June 23, 2010
7:00 p.m. – 8:10 p.m.

I. Call to Order

Meeting called to order at 7:00 p.m. by Chairperson Knapinski.

Present: Chairperson Knapinski, Commissioners Adler, Brucks, Geise, Hamblin, Haskell, and Van Airsdale.

Staff Present: Town Administrator Johnston, Treasurer Weichart, Town Architect Yagow, Town Planner Bartz

Meeting was properly posted; three locations in the Town.

II. Open Forum – Non-Agendized Town-related Matters

- Please complete “Request to Speak at Meeting” form located on the agenda table and give to the Town Deputy Clerk or Treasurer. Non-Agendized Town-Related Matters: Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters; however, limited discussion may occur but no action may be taken until specific notice of the subject matter of the proposed action can be given.
- None

III. Business Items

- D. Discussion/Recommendation – Commission review of the preliminary work completed by the Town’s Engineering Consultant on the engineering required for the Plan Commission report to the Town Board on the Town’s Fire Department Structures.

Staff met with Jeff Schulz and Jennifer Yagow of Martenson & Eisele, Inc. (Consultant) to review the requirements for the Town’s Fire Hall structures. The Clayton/Winchester Fire Department Chief reviewed the Department’s wishes for the proposed structures. At the Administration’s request, the chief and consultants have looked at what would be ideal for the proposed structures given the 30-year-plus life expectancy of the proposed buildings and the Department’s equipment replacement schedule.

The consultants will have several floor plans for the Commission to review and make comments. These floor plans will use the input from Town staff and the chief, in conjunction with National Fire Protection Association (NFPA) standards, State Department of Commerce (Com) rules, and the Town’s Ordinances. The Administration expects that the Commission will have significant input on the floor plans and on the specific size and layout.

The Commission’s process should be driven by creating comparable structures that will serve the Town for the life expectancy of the structure. Once the consultants have received the Commission’s input and recommendations, they will use the floor plans to make the required modifications prior to the Commission’s next meeting.

Martenson & Eisele presented a preliminary design/assignable square footage to a proposed building plan. These facilities and measurements included:

• Apparatus Room	40' x 80'	=	3,200 s.f.
• Fire Hose Tower	12' x 12'	=	144 s.f.
• Laundry/Wash Area	12' x 15'	=	180 s.f.
• Workshop Area	12' x 15'	=	180 s.f.
• Training Room	30' x 40'	=	1,200 s.f.
• Training Room Storage/Table & Chair Storage	12' x 18'	=	216 s.f.
• Chief's Office	12' x 14'	=	168 s.f.
• Fire-related File Storage	12' x 14'	=	168 s.f.
• Warming Kitchen	10' x 12'	=	120 s.f.
• Men's Toilet Room	8.5' x 17'	=	145 s.f.
• Women's Toilet Room	8.5' x 17'	=	145 s.f.
• (6) Showers (3 men, 3 women)	5' x 12' x (6)	=	<u>360 s.f.</u>
Total Programmed Space			= 6,226 s.f.
Square Footage Increase Factor			1.25 x 6,226 = 7,783 s.f.

The existing building is approximately 5,433 square feet (s.f.). Therefore the proposed programmed space needs will not fit within the existing building size. Therefore, an addition of approximately 2,400 s.f. to the existing fire department building would be required to meet the programmed space needs above. Please note that the “Square footage increase factor” is for the increased space for hallways, corridors, etc that are not included within the room calculations.

Discussion was made on the use of drying racks versus a hose tower. The advantage to using a hose tower is that the hoses will dry more efficiently while using less floor space.

A warming kitchen was proposed versus the traditional kitchen, because it also uses less space and does not require as many big commercial items, such as a range hood for the stove.

It has also been recommended that six individual showers be placed within the facility (3 for men and 3 for women). There are more men that work on the fire department than women. However, the amount of women on the first responder's team has increased, and therefore the facility should also accommodate for that.

Further discussion was made on the size of the current fire bays, which are 66 feet. Martenson & Eisele proposes adding an additional fire bay that would be 100 feet. When adding this addition, they also propose to square off the rest of the building to make the current fire bays also measure 100 feet for adequate room for the trucks.

Town Architect Yagow stated that they will present to the Plan Commission different floor plans for the facility so they have options to discuss. Various required standards will also be looked at and reflected within the future proposals.

The grant application process is currently on hold. The Town and Martenson & Eisele must develop the project enough before being able to request various grants.

The Commission/staffs meeting schedule for this project is as follows:

- 1. Week of June 7th, 2010 First meeting with staff and the Fire Chief
- 2. Week of June 14th, 2010 Second meeting with staff , Fire Chief, and Jennifer Yagow
- 3. Wednesday, June 23rd, 2010 Initial progress meeting with the Plan Commission to be staffed by Jennifer Yagow – Discussion focused on square footage
- 4. Wednesday, July 14th, 2010 Second progress meeting with the Plan Commission to be staffed by Jennifer Yagow – Discussion focused on floor plans
- 5. Wednesday, July 28th, 2010 Review of the draft final documents with the Plan Commission to be staffed by Jeff Schulz -- Also discussion on financial matters
- 6. Wednesday, August 18th, 2010 Review with the Town Board of the final project documents recommended by the Plan Commission to be staffed by Jeff Schulz and Jennifer Yagow

A. Discussion/Recommendation – Commission review of Outagamie County’s Airport Zoning Overlay process.

The Airport Overlay Ordinance AdHoc Committee met on Thursday, June 3rd, 2010. As a result of the recent elections, the Committee has a new Chair and appears that they will have several more meetings prior to making its recommendations to the Board. As indicated earlier, the AdHoc Committee’s recommendations to the County Board will start the formal process of Communication between Outagamie County and the Communities impacted by the Airport Overlay Zoning Ordinance.

Town Planner Bartz stated that Outagamie County does have ability to enforce the zoning overlay within Winnebago County. His current concerns are how this zoning overlay will impact existing development. The current stance on the existing development is that they will be grandfathered in as is. Bartz’s other concern is about the approval process for developers. Measures will have to be taken to ensure that the approval process is as efficient, time effective, and easy as possible.

The Town Administrator suggests having individuals come to the Town of Clayton to submit all requests, and then the Town will take it through the process. He suggests bringing applications directly to Outagamie County for approval, as they will be able to over ride any decisions made by the Town and/or Winnebago County anyways.

Commissioner Hamblin asked about the Purchase of Development Rights within the AdHoc Committee’s recommendations to the Outagamie County Board.

B. Discussion/Recommendation – Commission review of the Winnebago County Zoning Code update process.

The Ordinance Review Committee is going through the final review of the first draft of the zoning code document. Staff will routinely be supplying the Commission with draft copies of the Committee’s review material. As indicated earlier, if the Town were to opt out of the County’s Zoning Ordinance, the County’s Ordinance would make an ideal starting point for a

Town Zoning Code of Ordinances. The Plan Commission may wish to start reviewing the County’s draft document to generate a potential draft of a Town Ordinance.

Bartz’s recommendation would be to adopt the County’s Zoning Codes and then modify them to coincide with the Town’s needs and requirements, keeping in mind that in the Shoreland Zoning areas the Town’s codes cannot be less restrictive.

It is expected that the County Board will adopt the new zoning ordinance by the end of the year. If a Town wants to opt into County zoning, they must decide and adopt it within a year of the County’s adoption. If the Town does decide to adopt the County’s Zoning Codes, there will still be additional work needed to make the code’s language and text match that of a Town’s needs.

C. Discussion/Recommendation – Commission review of the Town’s proposed Wind Energy Device Ordinance.

Staff wants to update the Commission on the Town’s pending Wind Energy Device Ordinance. The State’s draft legislation is expected to change prior to its final passage. However, as it is presented, it appears to control all wind energy devices. The Draft Legislation has two categories for wind energy devices: Large (systems with a capacity of more than 100 kilowatts) and Small (systems with a capacity of 100 kilowatts or less). The Commission will need to wait for the Final Draft of the State’s Legislation before it moves forward with any local Ordinance relating to wind energy devices.

IV. Adjournment – 8:10 p.m.

Motion by: Van Airsdale, Seconded by: Brucks
Motion to adjourn at 8:10 p.m.
Motion carried by voice vote.

Respectfully submitted,
Kimberly Weichart, *Treasurer*

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call Town Office at 836-2007. This agenda has been posted at all three locations in the Town of Clayton:

- 1) Town Office
- 2) Corner of JJ & Breezewood
- 3) Clayton School