

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. – 7:46 P.M. on Wednesday, September 14, 2011

Town Office Meeting Room, 8358 County Road T, Larsen, WI 54947

I. Call to Order:

A. Pledge of Allegiance, Notice Verification, Roll

1. Chairperson 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

Chairperson Knapinski	PRESENT
Commissioner Adler	PRESENT
Commissioner Brucks	PRESENT
Commissioner Geise	PRESENT
Commissioner Hamblin	PRESENT
Commissioner Haskell	PRESENT
Commissioner VanAirsdale	PRESENT

b. Staff

Administrator Johnston	PRESENT
Treasurer Bowen	PRESENT
Town Engineer Madsen	PRESENT

II. Approval of Minutes:

A. Regular Plan Commission Meeting – August 10th, 2011

Corrections to minutes: research the statement half way down the page and complete the sentence.

- The sentence should read “The Commissioners and the Staff discussed the Farmland Preservation Ordinance and the Farmland Tier Classification as presented on the Winnebago County Farmland Preservation Tier Plan Map.”

MOTION:

Motion by: Haskell

Seconded by: Hamblin

Motion to Approve the Regular Plan Commission Meeting minutes of August 10th, 2011, with review page 3 and complete the sentence that reads “The Commissioners and the Staff.....”

CARRIED by unanimous voice vote.

III. Open Forum – Non-Agendized Town-related Matters:

A. No open forum matters.

IV. Correspondence:

- A. Winnebago County, Wisconsin, Conditional Use Permit for an AT&T Telecommunications Cell Tower for Terry and Nancy Pieper, 9198 Oakwood Avenue, Neenah, WI 54956, Granted with Conditions.

V. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on the update provided by Supervisor Lettau relative to the County's developing Farmland Preservation Ordinance
1. The Administration would like to remind the Plan Commission that the County is in the process of updating its Farmland Preservation Ordinance to comply with the revised State Statutes.
 2. Because the Town operates under County Zoning, the revised Farmland Preservation Ordinance will apply to the Town.
 3. It is the Administration's understanding that the Town will need to adopt the County's Ordinance as its own.
 4. Supervisor Lettau has been the Town's representative on the County Advisory Committee for the Code revisions.
 5. The Plan Commission members each received a copy of the revised County Farmland Preservation Map.
 6. Supervisor Lettau will be in attendance at the Commission's meeting to provide an update on the County's Revision process.
 7. Statutorily the County must implement the proposed revisions to its Farmland Preservation Ordinance by the end of CY 2011.

Commented on item: Kay Lettau,
3795 County Road II
Larsen, WI 54947

- Discussed the purpose of the Farmland Preservation Map and the Tier 1, Tier 3 and Tier 4 classifications.
- Notified the Commission of the September Farmland Preservation Meeting

MOTION:

Motion by: Geise

Seconded by: Brucks

Motion to recommend approval of the Farmland Preservation Ordinance by the Town Board pending approvals from the County and the State.

CARRIED by unanimous voice vote.

- B. Discussion/Recommendation: Plan Commission review of proposed changes to the Town's Subdivision Ordinances and Policies (TOWN OF FREEDOM GROWTH MANAGEMENT PLAN).

1. The Town's Engineer has provided the Commission with a copy of the Town of Freedom's Growth Management Plan.

2. The Commission has indicated that it would like to review this document as part of the process of updating the Town’s Sub-division Ordinances.
3. The Administration would like direction from the Commission relative to including the draft language in the Town’s Sub-division Ordinance.
4. The Commission should be advised that many individuals will consider a Residential Site Plan Ordinance to be an unwarranted intrusion into their property rights.
5. If the Board wishes to control the aesthetic appearance of subdivisions in the Town, that power should be exercised in the Public Rights Of Way and the out lots of a Plat from the onset of the approval process.
 - Discussed the proposed changes to the Town’s Subdivision Ordinances and Policies.
 - Discussed the contents of the Town of Freedom’s Growth Management Plan.
 - Discussed the pros and cons of having a Homeowner’s Association.

MOTION: No motion on this item.

- Chairperson Knapinski directed Staff to look at the Town of Freedom’s Growth Management Plan vs. the Town of Clayton’s Subdivision Ordinance and prepare a set of definitions for review by the Plan Commission.

C. Discussion/Recommendation: Plan Commission review with staff, Winnebago County Zoning Code update process

1. The County’s Ordinance Review Committee is going through the final review of the draft of the document.
2. The drafts of those Code Sections that have been completed can be viewed on the County’s Home Page at the Winnebago County web site, under Planning and Zoning, Zoning Home Page, Town/County Zoning Code Update, Project Website.
3. The County’s timeline for completing the Zoning Code update has been pushed back to the end of the first quarter of CY 2012.
 - Discussed the Winnebago County Zoning Code update process and the Town’s involvement regarding the County Zoning Code.

MOTION: No motion on this item.

VI. Upcoming Meeting Attendance

- A. Farmland Preservation Meeting - September 27 at 4:00 p.m. the Lounge Room of the County Court House

VII. Adjournment – 7:46 P.M.

MOTION:

Motion by: Adler

Seconded by: Hamblin

Motion to Adjourn.

CARRIED by unanimous voice vote.

Respectfully submitted,
Tori Bowen, Town Treasurer