

TOWN OF CLAYTON

Town Plan Commission Regular Meeting Meeting Minutes

December 8, 2010
7:00 p.m. – 7:36 p.m.

8358 County Road T Larsen, WI 54947

I. Call to Order

Called to order at 7:00 p.m. by Chairperson Knapinski
Present: Commissioners Adler, Brucks, Geise, Hamblin, Haskell,
Absent: Van Airsdale
Staff Present: Town Administrator Johnston, Treasurer Bowen
Pledge of Allegiance recited.
Meeting properly posted; three locations in the Town.

II. Approval of Minutes

- Regular Plan Commission – November 10, 2010
MOTION: (Hamblin, Haskell) Approve Regular Plan Commission meeting minutes of November 10, 2010, with changes. Change “Legislator” to “Legislation” and remove “Carried by unanimous voice vote”
CARRIED by unanimous voice vote with above changes

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

- Kay Lettau (3795 County Rd II, Larsen, WI) – As the representative for the Town of Clayton, Ms. Lettau gave a Farm Land Preservation program presentation.
- The newsletter will have information about the program – we need residents to let us know if they want to be part of the program. The goal is to have the Town’s plan completed and submitted to the state before 12/31/2011.
- J Bartz – Discussed and presented the state requirements for the Farm Land Preservation program. The requirements include land to be developed within 15 years (15 year growth area) and should not/cannot show farm land to be preserved unless it is already farm land.
- Per Kay – we will be using the county maps to develop the program.

IV. Correspondence

- Winnebago County Health Department – Forwarded newspaper article regarding radon in the area
- Copy of next meeting for Airport Overlay Ordinance ADHOC Committee meeting – Wednesday December 15, 2010 at 9:00 a.m.
- Included with the correspondence was the 2011 meeting schedule for County Planning and Zoning Committee and BOA.

V. Business Items

- A. **Discussion:** – Plan Commission review of a Winnebago County, Planning and Zoning Department notice of Land Use Plan Amendment(s)

The County has recently approved a County Land Use Plan Amendment. It is on this agenda for the Commission’s review based upon comments submitted by other communities in the County.

The discussion of land use ordinances in adjoining municipalities included Neenah exercising the right of extra territorial jurisdiction within the Town of Clayton.

No motion

- B. **Discussion / Recommendation:** – Plan Commission review and recommendation on a CSM for the Business Bank, P.O. Box 057, Appleton, WI 54912, for property located east of the northeast corner of Larsen Road and Center

Road extended and west of the western terminus of Voyager Drive in the Town of Clayton (Tax ID #006-0590), specifically known as: All of the Southeast ¼ of the Southwest ¼ Section 22, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin

Applicants: Business Bank
Property Owners: Business Bank, P.O. Box 057, Appleton, WI 54912
Consultant: Michael J. Frank, Wisconsin Registered Land Surveyor, Schuler & Associates, Inc.
Prepared for: Business Bank, P.O. Box 057, Appleton, WI 54912

Staff Comments:

1. The proposed CSM detaches a single lot (Lot 2) from the parent parcel (Tax ID #006-0590). Lot 2 of the CSM is approximately 4.91 acres. The proposed Lot 2 is a vacant farm field that abuts the balance of the parent parcel on its northeast property line. The proposed CSM divides what was to be the western extension of the Plat of High Point Estates. The parent parcel (Lot 1) contains a portion of the western extension of Voyager Drive (see copy of the Town’s Official Map). The Administration has not required the dedication of the Right-Of-Way (ROW) of the western extension of Voyager Drive as part of the CSM process. The Administration’s position is based upon the fact that the parent parcel contains all of the officially-mapped extension of Voyager Drive and only when the parent parcel is further subdivided will the exact location of the extension of Voyager Drive be known. The Official Map will act as a place holder for the proposed road until the exact location of the road is known. Should the Commission wish, it can require the dedication of the ROW as a condition of approval of the proposed CSM. The only downside to the dedication of the ROW at this time is the process of moving the ROW if the dedicated alignment is not correct. Access to Lot 1 of the proposed CSM is available from an existing farm access located on Larsen Road at the far eastern corner of the property. Access to Lot 2 of the proposed CSM for farming purposes is available from the adjoining farm filed to the west. Access to Lot 2 for development purposes will come from Larsen Road. Based upon a review of the Town’s Access Ordinance, there is sufficient distance between the existing access points on Larsen Road to meet the Town’s Access Ordinance. If Lot 2 of the proposed CSM were to be further subdivided, access may become an issue.
2. The property is currently zoned R-2 (SUBURBAN RESIDENTIAL DISTRICT – SUBDIVIDED)
3. The proposed CSM is consistent with the Town’s approved Land Use Plan.
4. The property is in the Winneconne School District.
5. The property is in the Department of Natural Resources Special Well Casing Area.
6. The property is not in the County’s Floodplain Zoning Area.
7. The property is not in the County’s Wetland Identifier.
8. The property does contain a navigable waterway and is in the County’s Shore Land Jurisdiction Zoning.

John Ross (516 Old Sleigh Lane, Appleton, WI) addressed the rental of the farm acreage to be farmed by area farmers.

Kay Lettau discussed the sale of the property, the division of the acreage and the access to parcels.

Haskell found an error on the map that was included with the CSM. M & E will correct the map and e-mail the corrected version to the Town Administrator.

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

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

MOTION: (Adler, Brucks) approve CSM with staff recommendations
CARRIED by unanimous voice vote.

VI. Upcoming Meeting Attendance

Town Social – Sat. Dec 11

VII. Adjournment – 7:36pm

MOTION: (Brucks, Haskell) Adjourn.
CARRIED by unanimous voice vote.

Respectfully Submitted, Tori Bowen, *Treasurer*