

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. on Wednesday, October 10th, 2012

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

It is expected that a quorum of the Town Board of Supervisors may be in attendance at the meeting.
However, there will be no official Town Board action taken.

I. Call to Order by the Chair at 7:00 P.M.

A. Pledge of Allegiance recited.

B. Meeting properly posted at three locations in the Town.

C. Roll

i. Plan Commission Members

1. Chairperson Knapinski	PRESENT
2. Commissioner Adler	PRESENT
3. Commissioner Brucks	PRESENT
4. Supervisor Schmidt	ABSENT
5. Commissioner Hamblin	PRESENT
6. Commissioner Haskell	PRESENT
7. Commissioner VanAirsdale	ABSENT

ii. Staff

1. Administrator Johnston	PRESENT
2. Planner Bartz	PRESENT

II. Approval of Minutes: Regular Plan Commission Meeting – Wednesday, September 12th, 2012.

Motion by: Commissioner Adler

Second by: Commissioner Hamblin

Motion: To approve the minutes of the Commission's Wednesday, September 12th, 2012 meeting with the following correction:

Strike the "the" from the following sentence on page 2 from Agenda Item B – Town Planner, Bartz (Jon) reviewed in general terms **the** each Section of the Code with the intent to go into a detailed review of specific Sections at the Commission's next meeting.

Vote: Unanimously approved.

III. Open Forum on Town-related Matters not on the Plan Commission's Agenda: Please complete the "Request to Speak at Meeting" form and give it to the Clerk or Treasurer. Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present matters not on the Posted Agenda, however, only limited discussion may occur and no action may be taken until a specific notice of the subject matter of the proposed action can be given.

IV. Correspondence:

A. Winnebago County Zoning Department informational correspondence.

B. July 17th, 2012 and August 21st, 2012 Zoning Reports and Ordinances portion of the Winnebago County Board Meeting.

C. Plan Commissioner Information and Resources October Meeting and new website info.

MH-1 (MOBILE HOME DISTRICT), A-2 (GENERAL FARMING DISTRICT) and A-2 ((ADO) (GENERAL FARMING DISTRICT – AGRICULTURAL DEVELOPMENT OVERLAY))

d) West:

A-2 (GENERAL FARMING DISTRICT)

Staff Comments:

1. The proposed Certified Survey Map is consistent with the Town's approved Land Use Plan.
2. The proposed CSM complies with the frontage requirements of the County's Zoning Code of Ordinances.
3. The proposed CSM divides TAX ID# 006-0566 into 3 Lots.
4. Lot 1 of the CSM reconfigures TAX ID# 006-0561 so that the size of the Lot remains consistent throughout the process. Specifically, property on the east side of TAX ID# 006-0561 is being transferred to TAX ID # 006.0566 and used to create a portion of the access point for all of the properties and to compensate for the loss; property from TAX ID # 006.0566 is being added to the west side of TAX ID# 006-0561.
5. Lot 2 of the proposed CSM is approximately 10.1 acres and contains the existing single family residential home.
6. Lot 3 of the proposed CSM is approximately 7.3 acres and can be developed as a residential site.
7. Lot-4 of the proposed CSM is approximately 19.2 acres and cannot be developed at this time because of the lack of the required frontage on a Public Right Of Way.

Approved Concept Plan:

Attached please find an approved concept plan for developing the site as a residential subdivision. The most important elements of the Concept Plan are the access to the property, the road network as it relates to development of the site, and the connectivity of the road network to the adjoining properties. The concept plan has been reviewed by the Plan Commission and approved by the Town Board. The proposed CSM is consistent with the approved concept plan.

Lot Access:

The petitioners have an approved concept plan for the development of the site (see attached copy) that consolidates the access points for Lots 1, 2, and 3 as shown on the proposed CSM. Lot 4 will not be buildable until a Town Road is approved and constructed as part of the future development of the property. The County Highway Commissioner has approved the consolidation of the multiple access points to the site, the location of the consolidated access point, and the timing of the construction of the consolidated access point. Since the access to the site is from a road under County jurisdiction, the Town must allow the County to control the specifics of the access point and the timing of the construction of the access. However, it is important to the Town that both the Town and the County advise the petitioner that no additional subdivision of the site will be approved until such time as a Town Road is constructed on the site. Such a Town Road will allow additional lots to meet the requisite frontage requirements of the Zoning Code of Ordinances that is in effect at the time of a future subdivision application. In general access to the developable properties should follow the road as identified in the concept plan; however, it may vary to allow for use of the property for farming purposes. Specifically, the access driveway may be constructed to maximize the agricultural use of the property.

Lot Zoning:

The zoning of Lots 2, 3 and 4 of the proposed CSM is consistent with the proposed use of the properties and should not need to be changed. The current zoning of Lot 1 of the proposed CSM is A-2 (GENERAL FARMING DISTRICT); in order to comply with the County's Zoning Code Lot 1 will need to be re-zoned to R-1(RURAL RESIDENTIAL DISTRICT).

Following some discussion with the petitioner the Commission made the following recommendation:

Motion by: Commissioner Adler

Second by: Commissioner Hamblin

Motion: The Commission recommended approval of the proposed CSM subject to the following conditions:

1. Re-zoning Lot 1 of the proposed CSM from A-2 (GENERAL FARMING DISTRICT) to R-1(RURAL RESIDENTIAL DISTRICT).
2. Including a statement on the face of the CSM that indicates that Lot 4 is not buildable until it has the requisite frontage on a Public Road.
3. Consolidation of the access points of the site as identified on the proposed CSM and as required by the County Highway Commissioner.
4. No additional subdivision of the site will be approved until such time as a Town Road is constructed on the site.
5. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

Vote: Unanimously approved.

- B. Plan Commission review and consideration of an Official Map Amendment for the east/west connection of Sections 35 and 36 in the Town of Clayton.

At the Administration's request the Commission tabled the item so that the Board could clarify its Plan Commission enabling Ordinance and refer the issue back to the Plan Commission

- C. Commission review and consideration of revisions to the Town's Access Ordinance.

Following a brief review of the Draft Ordinance, the Administration requested and the Chair agreed to refer the Item to the Commission's January Meeting.

- D. Plan Commission review and consideration of a Draft Town of Clayton Zoning Code of Ordinances.

The Commission reviewed Sections 7, 9, 12, and parts of Section 13 of the Draft Ordinance and made recommendations to staff on what should be incorporated into the Town Draft Zoning Ordinance. Town Planner, Jon Bartz (Jon) will be making the requested changes to the Draft Ordinance and providing a revised document to the Commission at a later date. The Commission also scheduled a Special Meeting for 7:00 P.M. on Wednesday, October 24th, 2012. At that meeting the Commission will be reviewing and comparing Division 15 of Article 7, and Articles 9 and 12 with the Town's existing Ordinance in order to create a blended article that contains the best of both documents.

Jon also provided the Commission members with material that will be used in later meetings (see attached).

VI. Upcoming Meeting Attendance

VII. Adjournment

Motion by: Commissioner Brucks

Second by: Commissioner Haskell

Motion: To adjourn the Plan Commission at 9:12 P.M.

Vote: Unanimously approved

Respectfully submitted,

Richard Johnston, Administrator/Clerk