

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. on Wednesday, September 12th, 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	PRESENT
5. Commissioner Hamblin	PRESENT
6. Commissioner Haskell	PRESENT
7. Commissioner VanAirsdale	PRESENT

ii. Staff

1. Administrator Johnston	PRESENT
2. Planner Bartz	PRESENT

II. Approval of Minutes: Regular Plan Commission Meeting – Wednesday, August 8th, 2012.

Motion by: Commissioner Brucks

Second by: Commissioner Hamblin

Motion: To approve the minutes of the Commission's Wednesday, August 8th, 2012 meeting as presented.

Vote: Unanimously with Commissioner Hamblin abstaining.

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 Notice.

B. Winnebago County Zoning Department Farmland Preservation Plan Ordinance Notice.

C. Winnebago County Plan Commissioner Information and Resources – August 2012

V. Business:

A. Staff update to the Commission on the revisions to the Town's Access Ordinance.

The Commission was updated by staff on the progress with the revisions to the Town's Access Ordinance and advised that the finalized document should be ready for Commission consideration at its Wednesday, October 10th, 2012 meeting.

B. Commission review and consideration of a Draft Town of Clayton Zoning Code of Ordinances.

Town staff review the schedule for the Commission's review of a Draft Zoning Code of Ordinances for the Town. Staff recommended that the Commission tentatively schedule two Special Plan Commission Meetings on the following times and dates:

- (1) 7:00 P.M. on Wednesday, October 24th, 2012
- (2) 7:00 P.M. on Wednesday, November 28th, 2012

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. Additionally, Jon asked Commission members to familiarize themselves with the following issues and documents:

- 1) Review and become familiar with Article 7.
 - a) Do you want to keep, add or delete districts?
 - b) Do you think the dimensional standards are appropriate?
- 2) Review the land use categories on the Town's Future Land Use Plan
 - a) Do we have the right zoning districts for the land use categories?
- 3) Review pages 10, 11 and 12 in the Comprehensive Plan where the type of zoning for each type of land use is discussed.
- 4) Review and compare your current Site Plan and Sign Ordinances with Division 15 of Article 7 and with Articles 9, 11, and 12.

VI. Upcoming Meeting Attendance

VII. Adjournment

Motion by: Commissioner Adler

Second by: Commissioner Hamblin

Motion: To adjourn the Plan Commission at 9:03 P.M.

Vote: Unanimously approved

Respectfully submitted,

Richard Johnston, Administrator/Clerk