

TOWN OF CLAYTON

Town Plan Commission

Meeting Minutes

7:00 P.M. – 7:59 P.M. on Wednesday, December 11th, 2013

Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Plan Commission Chairman Knapinski called the meeting to order at 7:00 P.M.
2. Pledge of Allegiance recited.
3. Meeting properly posted at three locations in the Town.
4. Roll

a. Plan Commission Members

Chair Knapinski	PRESENT
Commissioner Jesse	PRESENT
Commissioner Eckstein	PRESENT
Commissioner Klingenberger	PRESENT
Commissioner Linsmeier	PRESENT
Commissioner Haskell	ABSENT
Town Board Representative Schmidt	PRESENT

b. Staff

Administrator Johnston	PRESENT
Town Planner – Ken Jaworski	PRESENT

II. Public Hearing:

A. THE PETITIONER: DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI 54915, requests a Conditional Use Permit to allow a “Large Equipment Rental” operation on property zoned B-3 (GENERAL BUSINESS DISTRICT). The property is located at 2825 Campers Boulevard, Neenah, WI 54956 and is specifically described as Tax ID # 006-0336-01, being all of Lot One (1) of Certified Survey Map No. 6125 as recorded in Volume 1 of Maps on page 6125 as Document No. 1444475 and all of Lot One (1) of Certified Survey Map No.6306 as recorded in Volume 1 of Maps on page 6306 as Document No. 1485336, Located in the Northeast ¼ of the Southwest ¼, of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Dennis Jochman (property owner in the area) spoke in favor of granting Conditional Use

III. Approval of Minutes:

A. Special Plan Commission Meeting – November 6th, 2013.

MOTION:

Motion by: Commissioner Linsmeier

Seconded by: Commissioner Jesse

Motion made to approve the minutes of the Special Plan Commission Meeting for Wednesday, November 6th, 2013 as presented
Motion carried by unanimous voice vote.

IV. Open Forum – Non-Agendized Town-related Matters:
A. No Referrals

V. Correspondence:
A. Winnebago County Planning and Zoning Department CY 2014 schedule of Chairmen’s Meetings.
B. Winnebago County Planning and Zoning Department December 2013 Public Hearing Items.

VI. Business:

A. Discussion/Recommendation: Plan Commission review and recommendation on the Preliminary Plat of Whispering Meadows submitted by RRM Properties, 3919 CTR II Larsen, WI 54947 for property specifically described as Tax ID # 006-0566, being Part of Outlot 1 of Certified Survey Map No. 3996 and all of Lots two (2) and three (3) of Certified Survey Map No. 6693, being part of the Northeast ¼ of the Northwest ¼ of Section 21, Township 20, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicant: Schuler & Associate, Inc
2711 N Mason Street, Suite F
Appleton, WI 54914

Property Owner: RRM Properties
3919 CTR II
Larsen, WI 54947

Property Information:

- 1) The surrounding properties are zoned:
 - a) North: A-1 (AGRI BUSINESS DISTRICT) and R-1 (RURAL RESIDENTIAL DISTRICT)
 - b) South: A-2 (GENERAL FARMING DISTRICT) and R-2 (SUBURBAN RESIDENTIAL DISTRICT)
 - c) East: MH-1 (MANUFACTURED HOUSING DISTRICT) and A-2 (GENERAL FARMING DISTRICT)
 - d) West: A-2 (GENERAL FARMING DISTRICT)

Property Information Specific to Tax ID # 006-0566 (RRM Properties):

- 1. The Lot is 36.72 Acres in size. **The property being proposed for development has been divided by means of a Certified Survey Map and is now approximately 17.705 acres.**
- 2. The property is in the Winneconne School District. **The Applicant has successfully petitioned the State Department of Public Instruction to have the site annexed to the Neenah School District.**
- 3. The property is in the Department of Natural Resources Special Well Casing area.
- 4. The property is Zoned A-2 (GENERAL FARMING DISTRICT).

5. The property is out of the County's Floodplain Zoning Area.
6. The property is not in the County's Wetland Identifier.

Preliminary Plat Plan Details

General Information:

The Preliminary Plat, as proposed, will require rezoning from A-2 (GENERAL AGRICULTURE DISTRICT) to R-2 (SUBURBAN RESIDENTIAL DISTRICT), an amendment to the Town's Comprehensive Plan, and an amendment to the approved Future Land Use Plan. However, the development is not inconsistent with existing development in the area, including adjoining R-2 (SUBURBAN RESIDENTIAL DISTRICT) zoned property and the adjoining manufactured housing park. Additionally, the same development could be done in the R-1 (RURAL RESIDENTIAL DISTRICT) with a series of Certified Survey Maps and Right Of Way dedications and no changes to the Town's Comprehensive Plan or Future Land Use Map. The Applicant is showing a Preliminary Plat of approximately 17.05 acres of property including the two single family homes on the site. The Preliminary Plat shows 10 Lots (ranging from 50,360 square feet to 82,955 square feet) and 2 Out Lots, one of which (Out Lot 1) contains the stormwater management pond for the development. The Preliminary Plat also shows approximately 1,445 +/- linear feet of road Right Of Way and 1,000 +/- linear feet of developed Town Road. The Preliminary Plat shows the two existing single family homes on Lots 3 and 6 with the Town Road ending at the north end on the same two Lots. Lots 4 and 5 have Public Right Of Way frontage but do not show any developed Town Road infrastructure.

Sanitary Sewer and Water Utilities:

The Lots being created by the development of the site would be served by private on-site sanitary sewer and water systems. The Developer has indicated that some consideration is being given to shared wells between adjoining properties. Both of these options fit within the Town's Ordinances and Policies

Wetlands:

The site has a small wetland area on the northwest corner, specifically, the site is located in the area of Out Lot 1. The wetland area has been delineated and received a letter of concurrence for the State Department of Natural Resources. The delineated area may have some impact on the shape of a storm water management pond, however, the wetland area should not impact the quality or the operation of a storm water management pond designed to serve the development site.

Stormwater Management for the Site:

The stormwater management plan for the proposed Preliminary Plat consists of a pond located on the northwest corner of the property that would service the existing natural drainage basin (Out Lot 1). The low areas on the property are on the west side and provide natural conduits for stormwater management devices. Stormwater from the east side of the proposed road as well as the stormwater from the roadside ditches will be conveyed to the pond through a 20-foot drainage easement between Lots 9 and 10. Conceptually, the road ditch stormwater will be conveyed in a pipe with the overflow getting to the pond by means of a shallow swale in the same easement. The stormwater management pond for the site will likely be a wet pond with an outfall into the County's stormwater management ditch on CTH "II". There is also a natural drainage course that runs to the west from the manufactured housing park across Lot 4 and then onto the property to the south. This drainage course will remain in place and continue to convey stormwater to the west across a natural drainage way. Generally speaking, the stormwater management plan for the Preliminary Plat is a conventional rural design that consists of open ditches and wet stormwater management ponds. The final details of the stormwater management plan will be developed as part of the engineering for the Final Plat; however, the concept shown on the Preliminary Plat is

reasonable and makes good use of the existing drainage features of the property.

Access to the Site:

Access to the site comes from the public frontage along CTR II. The Preliminary Plat consolidates the access to the existing houses on the site, the existing farm house, the existing manufactured housing park and the lots created by the Preliminary Plat into a single access point in an area that complies with the County's preferred location. In addition to consolidating the multiple access points, the Preliminary Plat places the new access points in a better location with better lines of sight from both CTR II and the developed properties. In order to make the access points work, the Developer has gained control of the requisite right-of-way and received preliminary approval from the County for any work needed to access CTR II. The only issues that need to be resolved will be resolved as part of the engineering for the project. These issues are the nature of the improvements to CTH "II" at the intersection of the new Town Road and CTH "II". Attached, please find a copy of a fully improved intersection and passing lane provided by the County; this would represent the maximum improvements the County would require. However, given the limitations on the County's right-of-way in the area and the limitations on public utility equipment, it is not likely that the fully improved intersection is possible. Since the Town has no jurisdiction on CTH "II" and little influence over the process, this issue should be resolved by the Developer and the County Highway Commissioner. As part of the development process the Developer intends to consolidate access points for the existing homes and the manufactured housing community onto the new Town Road. The Preliminary Plat shows approximate locations for those access improvements; please be advised that these locations are approximate and may vary when finally constructed.

Pedestrian Trails:

The Town's Ordinances require that the Plan Commission and the Board consider the propriety of pedestrian trails in the development process. The Town's Park and Open Space Map does not show any planned or future trails in the area of the proposed Preliminary Plat. Additionally, the Plan Commission is able to recommend the installation of trails in the Town's rights-of way as it sees fit.

Public Infrastructure Improvements:

Other than the improvements to the access point at CTH "II" the Preliminary Plat shows approximately 1,500 feet of public right-of-way with two curves in approximately 1,000 feet of new Town Road that terminates in a temporary cul-de-sac.. The curve radii meet the Town's Minimum Roads Standards requirements and at the Administration's recommendation the temporary cul-de-sac has been placed entirely in the 66-foot right-of-way. The Administration's recommendation is based on the desire to minimize the impact of future development on the residents in the area. The Town Road is provisionally named Whispering Meadows Road. The proposed Town Road would have to be constructed to the Town's Minimum Road Standards by the Town with funding for the project from the Developer. In order to protect the Town, the project would need to be publicly bid and a Public Improvements Agreement would need to be drafted and signed using the bid costs plus contingencies as the funding requirements. The single outstanding issue with the proposed Town Road is its length as both the Town and the County have prohibitions on cul-de-sacs that exceed 1,000 feet. The best way of protecting the Town from any future issues with the proposed Town Road would be to construct it approximately 1,500 feet to the south property line of the site. However, this would violate both the County's and the Town's Ordinances and Policies. If the Town Road were to be constructed to the 1,000 foot limit, a Memorandum of Understanding would need to be drafted and recorded that clearly identified the liability for the costs of construction of the future road and the conditions of granting access to Lots 4 and 5 of the Preliminary Plat.

Preliminary Plat Out Lots:

The Preliminary Plat, as proposed, has two Out Lots; the first, Out Lot 1 contains the stormwater management pond for the development and the Administration is recommending that it be dedicated to the Town as part of the Final Plat approval process. The second, Out Lot 2, is an approximately 10,000 square foot parcel that should be attached to an adjoining property as part of the Final Plat approval process.

Public Utilities:

Public Utilities (gas and electric) have been extended to the two existing housing units on the site (Lots 3 and 6). The utilities were extended in an easement granted to the Public Utility Companies that is outside of the Public right-of-way granted to the Town. This process should eliminate the conflicts that occur when utility companies place the infrastructure in the bottom of the Town's ditches.

Area Development Plan:

Future connectivity to the south of the Preliminary Plat site was shown in the Concept Plan provided by the Developer and approved by the Town Board (see attached). Conceptually, connectivity is provided by a short road on the south side that provides access to the property to the west. Additionally, the Concept Plan shows connectivity to the properties to the east and the south by means of future roads that can loop back to CTR II in compliance with the County's existing Access Ordinance. The Plan also shows a connection to the private road in the Manufactured Housing Park that could be used for emergency ingress and egress from the area. Please be advised that this Connectivity Plan may vary based on future development in the area.

Site Landscaping:

The only landscaping shown on the Preliminary Plat consists of a berm and planned vegetative screening from CTR II frontage in the area of Outlot 1 and Lot 10. The Developer has started the screening process by constructing the berm and has indicated that the vegetative screening should be completed early in CY 2014.

Planning Documentation:

In order to proceed with the Final Plat the Developer would have to submit an Application for an Amendment to the Town's Comprehensive Plan and an Application to re-zone the property from A-2 (GENERAL AGRICULTURE DISTRICT) to R-2 (SUBURBAN RESIDENTIAL DISTRICT) under the Town's Zoning Code of Ordinances.

Staff Comments:

The Preliminary Plat, as presented, is complete and well thought out. It makes good use of the existing topographical features of the site and is consistent with the existing development in the area. It is true that the Plat approved by the Town on Pioneer Road, CTR T and Larsen Road has not been developed; however, it was approved and could be developed if the market conditions were favorable. Additionally, the Preliminary Plat takes into account and satisfies the access restrictions placed on the area by the County, options for the long range development of the adjoining properties, and the long range future of the existing Manufactured Housing Park. The Administration has some reservations relative to installing pedestrian trails on the site. Specifically, given that the only access to the site is from a relatively heavily travelled CTH "II", the only viable trails would be in the public right-of-way and since these would be the equivalent of sidewalks, their location should be shown on the face of the Plat in order for the Town to reserve the option of building them in the future.

Staff Recommendation:

Staff recommends approval of the Preliminary Plat of Whispering Meadows subject to the following conditions:

1. Show the Town's "right to farm" language on the face of the Plat.
2. Show the location of the area of each lot suitable for the required sanitary sewer facilities on the face of the Plat.
3. Successfully complete the required amendment to the Town's Comprehensive Plan and Future Land Use Map.
4. Successfully complete the required rezoning of the property from A-2 (GENERAL AGRICULTURE DISTRICT) to R-2 (SUBURBAN RESIDENTIAL DISTRICT) under the Town's new Zoning Code of Ordinances.
5. Show completion and approval of the public infrastructure engineering for the project, including road and stormwater management design and approval.
6. Confirm the size of, and/or adjust the size of, Out Lot 1 so that it is sized correctly to allow for the needed stormwater management pond on the site.
7. Complete and document, to the Town's satisfaction, the negotiations with the County on the access improvements to CTH "II" and the proposed new Town Road.
8. Complete in a recordable format, to the satisfaction of the Town's Attorney, the language for assigning the costs of construction for the Public Infrastructure (approximately 500 feet) abutting part of Lots 3 and 6 and all of Lots 4 and 5 of the Preliminary Plat.
9. Complete in a recordable format, to the satisfaction of the Town's Attorney, the language for allowing the sale and development of Lots 4 and 5 of the Preliminary Plat prior to construction of the Public Infrastructure Improvements (Town Road).
10. Show the reservation for the pedestrian trails in the public right-of-way on the face of the Plat in order for the Town to reserve the option of building them in the future.
11. Complete the vegetative barrier on the CTH "II" berm prior to the construction of any public improvements on the Plat.
12. Complete the consolidation of the three ingress and egress points to CTH "II" as required by the County or within 3 years of the acceptance of the public improvements (Town Road) by the Town.
13. Complete any other statutorily required permitting prior to submission of the Final Plat of Whispering Meadows.
14. Include any additional conditions placed on the approval of the Preliminary Plat of Whispering Meadows by the Plan Commission and/or the Town Board.
 - Kay Lettau (Town Board Supervisor - 3795 County Road II, Larsen) questioned the possibility of turning a school bus in the smaller than standard cul-de-sac proposed for the development
 - Bruce Bondow (3918 County Road II, Larsen) provided the Commission with a document created in 1839 showing naturally occurring springs in the development site

MOTION:

Motion by: Commissioner Jesse

Seconded by: Commissioner Eckstein

Motion to recommend approval of the Preliminary Plat of Whispering Meadows submitted by RRM Properties, 3919 CTR II, Larsen, WI 54947 for property specifically described as Tax ID # 006-0566, subject to the conditions recommended by staff and the following conditions recommended by the Plan Commission:

1. A note on the Final Plat relative to possible naturally occurring springs on the property.
2. A note on the Final Plat relative to the repair of any damaged farm tile on the property.
3. Confirmation that a school bus can turn on the proposed temporary cul-de-sac in the development.

A note on the Final Plat reserving the location of a possible trail in the subdivision.

Motion carried by unanimous voice vote.

B. Discussion/Recommendation: Plan Commission review and recommendation on a Certified Survey Map (CSM) Application submitted by DNR Properties LLC. 3517 Thornberry Drive, Appleton WI. 54915, for property located at 2825 Campers Boulevard, Neenah, WI 54956; specifically described as Tax ID # 006-0336-01, being all of Lot One (1) of Certified Survey Map No. 6125 as recorded in Volume 1 of Maps on page 6125 as Document No. 1444475 and all of Lot One (1) of Certified Survey Map No.6306 as recorded in Volume 1 of Maps on page 6306 as Document No. 1485336, Located in the Northeast ¼ of the Southwest ¼, of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Applicants: DNR Properties LLC
3517 Thornberry Drive
Appleton, WI 54915

Property Owners: DNR Properties LLC
3517 Thornberry Drive
Appleton, WI 54915

Consultant: David M. Schmalz – S-1284
McMahon Engineers\Architects
1445 McMahon Drive
Neenah, WI 54956

Prepared for: DNR Properties LLC
3517 Thornberry Drive
Appleton, WI 54915

Property Information:

- 2) The surrounding properties are zoned:
 - a) North:
B-3 (GENERAL BUSINESS DISTRICT)
 - b) South:
B-3 (GENERAL BUSINESS DISTRICT)
 - c) East:
B-3 (GENERAL BUSINESS DISTRICT)
 - d) West:
B-3 (GENERAL BUSINESS DISTRICT)

Property Information Specific to Tax ID # 006-0335:

- 1. DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI 54915.
- 2. The Lot is 1.320 acres in size.
- 3. The property is in the Neenah School District (3892).
- 4. The property is in the Department of Natural Resources Special Well Casing area.
- 5. The property is currently zoned B-3 (GENERAL BUSINESS DISTRICT) by the County.

6. The property is currently zoned B-3 (GENERAL BUSINESS DISTRICT) by the Town.
7. The property is in the Outagamie County Airport Overlay District Zone 3.
8. The property is in the Outagamie County Airport Overlay Height Restriction Area.
9. The property is in the City of Neenah Extra-Territorial Zoning District.
10. The property is out of the County's Floodplain Zoning Area.
11. The property is in the Shoreland Zoning Code 300-foot buffer.
12. The property is not in the County's Wetland Identifier.

Property Information Specific to Tax ID# 006-0336-01:

1. DNR Properties LLC. 3517 Thornberry Drive, Appleton, WI 54915.
2. The Lot is 9.350 acres in size.
3. The property is in the Neenah School District (3892).
4. The property is in the Department of Natural Resources Special Well Casing area.
5. The property is currently zoned B-3 (GENERAL BUSINESS DISTRICT) by the County.
6. The property is currently zoned B-3 (GENERAL BUSINESS DISTRICT) by the Town.
7. The property is in the Outagamie County Airport Overlay District Zone 3.
8. The property is in the Outagamie County Airport Overlay Height Restriction Area.
9. The property is in the City of Neenah Extra-Territorial Zoning District.
10. The property is out of the County's Floodplain Zoning Area.
11. The property is in the Shoreland Zoning Code 300-foot buffer.
12. The property is not in the County's Wetland Identifier.

Staff Comments:

1. The proposed CSM is consistent with the Town's approved Future Land Use Plan.
2. The proposed CSM consolidates two existing properties (Lot 1 of CSM 6125 and Lot 1 of CSM 6306) and then divides the single property into 3 new Lots.
3. Lot 1 of CSM 6125 contains the existing FRED rents building along with significant surplus land.
4. Lot 1 of CSM 6306 contains the stormwater management pond for the development of the adjoining properties created by the proposed division of Lot 1 of CSM 6125.
5. The proposed CSM does contain the Right to Farm Language required by the Town.
6. In order to comply with the Town's Access Ordinance minimum lot width and the minimum frontage requirements of the Town's Codes, the proposed lots have somewhat odd shapes. However, the proposed properties comply with the lot width, the frontage requirements of the Town's Zoning Code of Ordinances, and the Town's Access Ordinance.
7. In order to meet the frontage requirements of the Town's Zoning Code, Lot-2 of the proposed CSM includes the stormwater management pond for the site.
8. Based on the proposed CSM it appears that ingress and egress from Lot 1 for the developed site will remain as it is.
9. Lot 1 of the proposed CSM has a private septic easement for an existing septic system shown on Lot 2 of the proposed CSM.
10. Ingress and egress from Lot 2 of the proposed CSM will come from the existing driveway on Lot 1 by means of an ingress and egress easement.
11. Should a separate ingress and egress be needed for Lot 2 of the proposed CSM, a new driveway could be constructed to exit onto West American Drive west of the existing stormwater management pond.
12. Ingress and egress from Lot 3 of the proposed CSM can come from a new driveway exiting onto West American Drive, from the existing driveway on Lot 1 by means of an ingress and egress easement, or by means of a shared driveway with Lot 2 exiting onto West American Drive west of the existing stormwater management pond.

13. The CSM site is in the County’s 300-foot shoreland buffer; see page 2 of the CSM document for the details of the shoreland buffer and the drainage easements for the site.
14. Page 2 of the CSM document also shows the details of the ingress, egress, utility and drainage easements for all of the Lots on the site.
15. Additionally, page 2 of the CSM document also shows the details of the drainage easements for Lot 2 that are to be released (abandoned) based on the approval of the proposed CSM.
16. If the proposed CSM is approved, the existing structures on the property do comply with (and any future structures can be constructed to comply with) the requirements of the Town’s Zoning Code of Ordinances.
17. Please be advised that the proposed construction of a “large rental facility” on Lot 2 of the proposed CSM will require approval of a Shoreland Zoning Permit and a Conditional Use Permit by the County.
18. In addition to the County’s Conditional Use Permit the proposed construction project will also require a Town Conditional Use permit.

Staff Recommendations:

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

1. Documentation of a recorded maintenance agreement for the stormwater management pond on the site.
2. Documentation of the approval of the proposed CSM by any overlying unit of government having jurisdiction.

MOTION:

Motion by: Commissioner Eckstein

Seconded by: Commissioner Klingenberger

Motion to recommend approval of a Certified Survey Map (CSM) Application submitted by DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI 54915, for property located at 2825 Campers Boulevard, Neenah, WI 54956; specifically described as Tax ID # 006-0336-01, subject to the conditions recommended by staff including a maintenance agreement for the exiting storm water management pond on the site.

Motion carried by unanimous voice vote.

- C. Discussion/Recommendation: Plan Commission review and recommendation on a Conditional Use Application submitted by DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI. 54915, to allow a “Large Equipment Rental” operation on property zoned B-3 (GENERAL BUSINESS DISTRICT). The property is located at 2825 Campers Boulevard, Neenah, WI 54956; specifically described as Tax ID # 006-0336-01 being all of Lot One (1) of Certified Survey Map No. 6125 as recorded in Volume 1 of Maps on page 6125 as Document No. 1444475 and all of Lot One (1) of Certified Survey Map No.6306 as recorded in Volume 1 of Maps on page 6306 as Document No. 1485336, Located in the Northeast ¼ of the Southwest ¼, of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The properties are located at 2825 Campers Boulevard, Neenah, WI 54956; specifically described as Tax ID # 006-0336-01, being all of Lot One (1) of Certified Survey Map No. 6125 as recorded in Volume 1 of Maps on page 6125 as Document No. 1444475 and all of Lot One (1) of Certified Survey Map No. 6306 as recorded in Volume 1 of Maps on page 6306 as Document No. 1485336, Located in the Northeast ¼ of the Southwest ¼, of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Staff Comments:

1. Please be advised that the Administration intends to use the FRED Rents name as a generic term because of the common understanding of the facility and its operations.
2. Attached please find copies of the following excerpts from the Town's Zoning Code of Ordinances:
 - a. Article 3 - Definitions
 - i. Definitions
 1. 7.01: Heavy vehicle sales and rental
 2. 9.06: Equipment rental, large
 3. 9.07: Equipment rental, small
 - b. Article 8 – Land Use
 - i. Exhibit 8-2: Dimensional standards by Zoning District
 1. B-3: Regional Business District
 - c. Article 8 – Land Use
 - i. Section 9:
 1. 9.06: Equipment rental, large
 2. 9.07: Equipment rental, small
3. The listed attachments provide the logic for the Conditional Use Application requirement.
4. Specifically, it is the Administration's understanding that the FRED Rents facility will be moving into a new structure on Lot-2 of the proposed site and the existing facility on Lot-1 of the site will be leased by the property owner for an undetermined use.
5. By Application and by Code the Conditional Use Permit, if approved, will be valid on Lot-2 of the proposed CSM.
6. By definition, the proposed use of the new facility fits into the "Equipment rental, large" category of both the Town's and the County's Zoning Code.
7. Based on the current B-3 (GENERAL BUSINESS DISTRICT) zoning of the property, by Code the proposed use requires a Conditional Use Permit.
8. For the purposes of the Conditional Use Permit Application, the use of the new structure on Lot-2 of the proposed CSM will be the same as the use of the current structure on Lot-1 of the proposed CSM.
9. The use of the existing facility by FRED Rents, and the proposed use of the new facility by FRED Rents, are not inconsistent with the business uses on the adjoining properties and should not present any significant changes to the area if the Conditional Use Application is approved.

Staff Recommendations:

Staff recommends approval of the proposed Conditional Use Application for the purposes of operating an "Equipment rental, large" facility in a B-3 (GENERAL BUSINESS DISTRICT) zoning district subject to the following conditions:

1. The approval of the CSM subdividing the site into three Zoning Code compliant lots.
2. The Approval of a Site Plan for the new construction on Lot-2 of the proposed CSM.

3. That any future signs for the site be recommended by the Plan Commission and approved by the Town Board.
4. That any outside storage of equipment, material and inventory be off of the Campers Boulevard frontage of the property.
5. That the County approves a Conditional Use Permit Application for the same facility.
6. That any other conditions the Plan Commission may wish to recommend to the Town Board are followed by the Applicant.

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Commissioner Jesse

Motion to recommend approval of a Conditional Use Application submitted by DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI 54915 to allow a “Large Equipment Rental” operation on property zoned B-3 (GENERAL BUSINESS DISTRICT). The property is located at 2825 Campers Boulevard, Neenah, WI 54956; specifically described as Tax ID # 006-0336-01, subject to the conditions recommended by staff.

Motion carried by unanimous voice vote.

- D. Discussion/Recommendation: Plan Commission review and recommendation on a Site Plan Application submitted by DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI 54915, for a “Large Equipment Rental” operation on property zoned B-3 (GENERAL BUSINESS DISTRICT). The property is located at 2825 Campers Boulevard, Neenah, WI 54956 and is specifically described as Tax ID # 006-0336-01, being all of Lot One (1) of Certified Survey Map No. 6125 as recorded in Volume 1 of Maps on page 6125 as Document No. 1444475 and all of Lot One (1) of Certified Survey Map No.6306 as recorded in Volume 1 of Maps on page 6306 as Document No. 1485336, Located in the Northeast ¼ of the Southwest ¼, of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Site Location: The properties are located at 2825 Campers Boulevard, Neenah, WI 54956; specifically described as Tax ID # 006-0336-01, being all of Lot One (1) of Certified Survey Map No. 6125 as recorded in Volume 1 of Maps on page 6125 as Document No. 1444475 and all of Lot One (1) of Certified Survey Map No.6306 as recorded in Volume 1 of Maps on page 6306 as Document No. 1485336, Located in the Northeast ¼ of the Southwest ¼, of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

Application Details:

- 1) The petitioner is proposing to construct a 170’ x 80’ (13,600 square foot) office, garage, and maintenance facility centrally located on the site (see floor plans and building elevations). The structure will be constructed on a green field site (Lot-2 of the proposed CSM). The construction will require the relocation of several existing trees. Customer and staff parking will be on the west side of the site and access to the site will come from a shared driveway off of Campers Boulevard. Generally speaking, the building will have an office complex on the west side of the structure with

four (4) garage/maintenance bays with four (4) garage doors on the north and south facades of the building. The east end of the structure consists of an open portico area used for equipment maintenance, storage and repair. Pursuant to the Town's Ordinances the following areas of the project are subject to the Town's Site Plan Review:

- a) Stormwater Management for the Site
- b) Access to the Site
- c) Building Details
- d) Building Elevations and Construction Materials
- e) Building Colors
- f) Parking
- g) Site Landscaping

The proposed site is in the Town's Zone "A" Development Standards Area.

Stormwater Management for the Site:

Stormwater management for the proposed project makes use of the existing wet stormwater management pond on the northeast corner of the property (Lot-2 of the proposed CSM). All of the stormwater from the existing and potential development on the three lots created by the proposed CSM was intended to flow to the existing pond. The Stormwater Management Report, prepared for DNR Properties as part of the original development of the site, sized the wet pond to meet the County's standards for development of the entire site (see attached report Summary). The proposed CSM shows the required stormwater management easement needed to convey the stormwater runoff to the stormwater management pond.

Access to the Site:

Access to the site comes from a shared driveway on the west frontage of the site to a public road known as Campers Boulevard. Staff will provide the applicant with an access permit and a culvert permit so that if the access culvert is modified or replaced, the new culvert can be made to comply with the Town's Ordinance. Lot -2 of the proposed CSM also shows a potential access to the site from West American Drive should it be required in the future.

Building Details:

The proposed building is a typical commercial building consisting of a steel structure with prefinished metal siding and roofing. The office façade consist of an EIFS finish over an insulation material; the finished look is similar to stucco with a 4-foot stone veneer and capstone band around the bottom of the structure. Additionally, the office has a blue band around the upper portion of the façade that is carried around the rest of the fixed walls of the building. The 8 garage doors (4 on the north façade and 4 on the south façade) are protected by bollards on each side of the door. It would be advisable that the building and its roof be constructed of a light color in order to minimize the heat island effect of the structure.

Parking:

Parking for the site is provided by ten parking spaces on the west side of the building with the potential for an additional 5 spaces on the west end of the proposed parking area. The parking area is framed by an island on the north side of the parking isle and a concrete divider/fence on the east side of the parking area. Access from the parking area to the office is provided by a defined walking path across the paved surface.

Outside Storage:

Outside storage for the facility is provided by two paved areas totaling approximately 10,368 Square feet. The first paved area is on the north side of the proposed building and totals approximately 5,063 Square Feet in area. The second paved area is on the south side of the proposed building and totals

approximately 4,397 Square Feet in area. Neither outside storage area intrudes into the front yard of the site.

Solid Waste/Recycling and Fuel Storage:

The solid waste and recycling enclosure for the site is located on the north side of the site, north of the customer/staff parking area outside of the fencing enclosure. The site should consist of solid walls on three sides with swinging gates on the access side. Absent any specific comments, staff recommends decorative block walls with swinging wood gates as construction materials for the enclosure. The site will also have an outside fuel storage and dispensing facility that is shown on the south side of the site in approximately the middle of the building. Absent any specific comments, staff recommends decorative block walls as construction materials for the enclosure as well.

Site Lighting:

The photometric plan shows pole mounted lighting at the corners of the paved site and on the parking lot island. The building wall packs are to be shielded so that the light is projected down from the wall pack. Based on the plan there should be little light spill-over onto the adjoining site.

Site Landscaping:

The landscaping plan for the project shows the types and locations of the proposed new plantings along with several existing trees that are to be moved to different locations on the site. The landscaping plan includes plantings on the street frontage of the stormwater management pond. As shown, the landscaping plan includes bushes in the terrace area of the office façade on the west side of the building. Given the nature of the proposed facility, staff and the applicant have concentrated on landscaping the site to mask the facility rather than landscaping the utilitarian façades of the building. The only real change that staff is recommending to the landscaping plan is the inclusion of a terrace and plantings on the north and south façades of the office area of the building.

Staff Comments:

The Site Plan Application, as presented, is complete and accurate. Staff has no questions relative to the application as it relates to the Town's Site Plan Ordinance.

Should the Plan Commission agree with staff's application of the Town's Ordinance, the Administration recommends approval of the Site Plan with the following conditions:

1. That the Applicant adds a terrace and plantings on the north and south façades of the office area of the building.
2. That the Applicant obtains Outagamie County Airport Overlay Zoning Ordinance Approval for the proposed project.
3. That the Commission and the Board agree to the lack of accents and limited landscaping on the garage façades of the building.
4. That the Applicant signs a Site Plan Approval document drafted by Town staff.
5. That the project is approved by any and all units of government having jurisdiction prior to the start of construction.
6. That the Applicant makes the proper application for any signs on the site.

MOTION:

Motion by: Commissioner Klingenberger

Seconded by: Commissioner Eckstein

Motion to recommend approval of a Site Plan Application submitted by DNR Properties LLC, 3517 Thornberry Drive, Appleton, WI 54915 for a "Large Equipment Rental" operation on property zoned B-3 (GENERAL BUSINESS DISTRICT). The property is located at 2825

Campers Boulevard, Neenah, WI 54956 and is specifically described as Tax ID # 006-0336-01, subject to the conditions recommended by staff.

Motion carried by unanimous voice vote.

- VII. Upcoming Meeting Attendance
 - a. None

- VIII. Adjournment – 7:59 P.M.

MOTION:

Motion by: Commissioner Linsmeier

Seconded by: Commissioner Eckstein

Motion to Adjourn

Motion carried by unanimous voice vote.

Respectfully submitted,

Jenna Prange, Administrative Assistant