



PLAN COMMISSION

Wednesday, July 12, 2023 at 6:30 PM

Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947

MINUTES

CALL TO ORDER

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

PRESENT

Chair Knapinski
Commissioner Haskell
Commissioner Nemecek - excused at 8:41 pm
Commissioner Ketter
Commissioner Hopkins
Town Board Rep. Christianson

EXCUSED

Commissioner David Dorow

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kussow

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Public Hearing on a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 addressed 2689 County Rd II, Neenah, WI.

NO PUBLIC COMMENTS - HEARING CLOSED AT 6:31 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 14, 2023, Plan Commission Meeting

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the minutes of the Wednesday, June 14, 2023, Plan Commission Meeting.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson
Motion carried 6-0.

- B. Approval of the Minutes of the Wednesday, June 28, 2023 Plan Commission Meeting

MOTION

Motion made by Town Board Rep. Christianson, **Seconded** by Commissioner Nemecek to approve the minutes of the Wednesday, June 28, 2023, Plan Commission Meeting.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson
Motion carried 6-0.

OPEN FORUM – Public comments addressed to the Plan Commission - NONE

CORRESPONDENCE

- A. Distribution of the June 2023 Building Inspection Report
- B. Distribution of an article from the July 6, 2023, Appleton Post Crescent regarding a subdivision expansion in Village of Greenville.

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Final Plat, dividing Tax ID #006-0617 (2689 County Rd II) & Tax ID #006-0618 into 49 lots and 2 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to recommend approval to the Town Board for a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Final Plat, dividing Tax ID #006-0617 (2689 County Rd II) & Tax ID #006-0618 into 49 lots and 2 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses with the following conditions/recommendations:

1. A second emergency access from CTH II to Princeton Dr/St Norbert Dr shall be provided as approved by Clayton Protective Services Department.
2. Approve Princeton Dr & St Norbert Dr street names, as proposed, with appropriate street signage designating each.
3. Grant a waiver/variance to the Town's Minimum Road Design Standards Policy for road construction materials for all platted roads within the final plat, as described below:

- a. 4 inches total asphalt pavement (1 3/4-inch upper/surface layer over 2 1/4-inch lower/binder layer)
- b. 12 inches total gravel base (6 inches of 1 1/4-inch Base Aggregate Dense over 6 inches of 3-inch Base Aggregate Dense)
- c. Geogrid (Bi-axial, Type SR) over prepared and verified subgrade per Town standards

All other minimum road design standards described in the Town's Minimum Road Design Standards Policy shall be enforced.

- 4. As part of the Public Improvement Agreement subdivided shall provide the Town an irrevocable financial surety to cover costs of road failure if road failure were to occur within 30 years after construction.
- 5. Revised Utility & Road Construction Plans addressing comments from the Town Engineer & Village of Fox Crossing Utilities shall be submitted to and approved by the Town Engineer, Town of Clayton Sanitary District #1, and Village of Fox Crossing Utilities prior to commencing construction.
- 6. Town shall accept ownership of Outlots 1 and 2, as well as the maintenance responsibilities for the stormwater facilities on those Outlots.
- 7. Town Board to determine if the pedestrian facilities consisting of an 8-foot wide asphalt trail along the east side of Marlo Ave, as shown on the Utility & Road Construction Plans, are adequate for the subdivision.
- 8. Town Board shall determine if fee in lieu of land dedication pursuant to Section 7.10.08 (4)(b) of the Town Subdivision Ordinance is acceptable.
- 9. Approve temporary turnarounds/culs-de-sac, as proposed.
- 10. Subdivider shall finalize USPS service plan and, if using Cluster Mailbox Units (CBUs), CBU locations shall be identified on the final plat and a note shall be added to the final plat indicating:
 - a. That the Subdivider is responsible for initial installation/construction; and
 - b. Responsible parties for all CBU structure/foundation maintenance & replacement costs
- 11. State Certification of Final Plat shall be provided to the Town.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Hopkins, Town Board Rep. Christianson

Voting Nay: Commissioner Ketter

Motion carried 5-1.

- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing

development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 addressed 2689 County Rd II, Neenah, WI.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to recommend approval of a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 with the following Staff recommendations & conditions:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.
2. Stormwater management & grading/erosion control plans shall be approved by the Town, Winnebago County, & Wisconsin Department of Natural Resources prior to commencing construction. Winnebago County & Wisconsin Department of Natural Resources permits/approvals for stormwater management & erosion control shall be obtained prior to commencing construction.
3. Future accessory buildings shall maintain the same theme & material selections as the principal buildings.
4. A revised Landscape Plan shall be submitted to the Town for review & approval by the Plan Commission & Town Board. The revised Landscape Plan shall be approved & all landscaping shall be installed prior to issuance of any occupancy permit(s)/approval(s) by the Town.
5. No obstructions, such as structures, parking or vegetation, greater than 3 feet in height above the centerline of intersecting street or driveway grades, whichever grade is lower, shall be permitted in a vision clearance triangle.
6. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
7. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed & approved by the Plan Commission & Town Board in accordance with the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by McMahon Associates on behalf of Clayton

Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 addressed 2689 County Rd II, Neenah, WI.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to recommend approval of a Site Plan Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings with the following Staff recommendations/conditions:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.

2. Stormwater management & grading/erosion control plans shall be approved by the Town, Winnebago County, & Wisconsin Department of Natural Resources prior to commencing construction. Winnebago County & Wisconsin Department of Natural Resources permits/approvals for stormwater management & erosion control shall be obtained prior to commencing construction.

3. Future accessory buildings shall maintain the same theme & material selections as the principal buildings.

4. A revised Landscape Plan shall be submitted to the Town for review & approval by the Plan Commission & Town Board. The revised Landscape Plan shall be approved & all landscaping shall be installed prior to issuance of any occupancy permit(s)/approval(s) by the Town.

5. No obstructions, such as structures, parking or vegetation, greater than 3 feet in height above the centerline of intersecting street or driveway grades, whichever grade is lower, shall be permitted in a vision clearance triangle.

6. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.

7. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed & approved by the Plan Commission & Town Board in accordance with the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson
Motion carries 6-0.

- D. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Davel Engineering & Environmental,

Inc., on behalf of Donald & Tara Hennessey for approval of a CSM dividing Tax ID #006-0114-03 (9365 Center Rd) into two (2) lots.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Haskell to recommend approval of the CSM submitted by Davel Engineering & Environmental, Inc., on behalf of Donald & Tara Hennessey for approval of a CSM dividing Tax ID #006-0114-03 (9365 Center Rd) into two (2) lots with the following Staff recommendation/condition:

1. The "Undelineated Wetland <2Ac." on Lot 1, per the Winnebago County Hydrologic Viewer, shall be shown on the face of the CSM.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 5-0.

- E. Review/Recommendation: Plan Commission review & recommendation on Resolution 2023-005 Recommending Adoption of the Town of Clayton Comprehensive Plan 2040.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Ketter to approve Resolution 2023-005 Recommending Adoption of the Town of Clayton Comprehensive Plan 2040, with a minor change to 11-13 regarding verbiage on 12 dwelling units, and standard grammatical proofreading corrections.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 5-0.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - August 2 & 16; Sept 6 & 20; Oct 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - August 9 & 23; Sept 13; Oct 11

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Town Board Rep. Christianson to adjourn at 8:48 pm.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk