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

## AGENDA

## CALL TO ORDER

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

## 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 multifamily 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.

## APPROVAL OF MINUTES

A. Approval of the Minutes of the Wednesday, June 14, 2023, Plan Commission Meeting
B. Approval of the Minutes of the Wednesday, June 28, 2023 Plan Commission Meeting

## OPEN FORUM - Public comments addressed to the Plan Commission

Individuals properly signed in may speak directly to the Plan Commission on nonrepetitive Planning and Zoning matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Commission. Comments must be orderly, and will be limited to a maximum of 2 minutes per person. Public comment is not permitted outside of this public comment period. Note: The Commission's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

## CORRESPONDENCE

A. Distribution of the June 2023 Building Inspection Report

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

## UPCOMING MEETING ATTENDANCE

A. Town Board (6:30 pm start unless otherwise noted) - July 19; August 2 \& 16; Sept 6 \& 20
B. Plan Commission (6:30 pm start unless otherwise noted) - August 9 \& 23; Sept 13

## ADJOURNMENT

Respectfully submitted,

Dick Knapinski<br>Plan Commission Chair

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Plan Commission in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Plan Commission action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.

This agenda has been posted at the following locations in the Town of Clayton:

1. The Town Hall Posting Board - 8348 CTR "T" Larsen, WI 54947
2. The Town's Web Page: www.townofclayton.net

## TOWN OF CLAYTON

 NOTICE OF PUBLIC HEARINGNotice is hereby given that the Plan Commission of the Town of Clayton will hold a Public Hearing at 6:30 pm on Wednesday, July 12, 2023 in the Town Office Meeting Room located at 8348 Hickory Ave, Larsen WI 54947. The purpose of the Public Hearing is to receive public comment regarding the following Conditional Use Application:

THE PETITIONER(S): McMahon Associates has submitted a Conditional Use Application on behalf of Clayton Development Group, LLC for a proposed multifamily housing development consisting of fifteen (15) 12-unit multifamily buildings located on approximately 19.6 acres of Tax ID \# 0060617 addressed 2689 County Rd II, Neenah, WI.

Copies of the Conditional Use Application are available at the Town Hall, or by contacting the Town Clerk at (920) 836-2007. All interested parties and any objections to this request being granted will be heard at the Public Hearing. If you cannot attend the Public Hearing, you may submit written comments to the Town Clerk before $4: 30$ p.m. on the date of the Public Hearing.

Dated this $27^{\text {th }}$ day of June, 2023
Publish Wednesday, June 28, 2023
and
Wednesday, July 5, 2023
Post on or before June 28, 2023
By: Kelsey Faust-Kubale, Clerk

## PLAN COMMISSION

Wednesday, June 14, 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
Commissioner Ketter
Commissioner Hopkins
Town Board Rep. Christianson

## EXCUSED

Commissioner 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 Robert E. Lee \& Associates, Inc on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12 -unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID \#006-0328-02-02 which is approximately 619 feet north of W American Drive/Eagle Heights Dr intersection.

Aaron Breitenfeldt, Robert E. Lee \& Associates noted he is available for any questions the Commissioners have regarding both the Conditional Use and Site Plan Applications.

PUBLIC HEARING CLOSED AT 6:32 PM

## APPROVAL OF MINUTES

A. Approval of the Minutes of the Wednesday, May 10, 2023 Plan Commission Meeting

## MOTION:

Motion made by Commissioner Ketter, Seconded by Commissioner Nemecek to approve the minutes of the Wednesday, May 10, 2023 Plan Commission Meeting as presented.
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 May 2023 Building Inspection Report

## BUSINESS

A. Review/Recommendation: Plan Commission review \& recommendation on a Certified Survey Map (CSM) Review Application submitted by Northeast Asphalt \& Susan Kottke for approval of a 2-Lot CSM transferring 0.18 acres +/- from Tax ID \#006-0496 (Hickory Ave/County Rd II) to Tax ID \#006-0502-02 (8397 Hickory Ave).

## MOTION:

Motion made by Commissioner Nemecek, Seconded by Commissioner Haskell to recommend approval of the CSM submitted by Northeast Asphalt \& Susan Kottke as presented.
Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson

## Motion carried 6-0.

B. Review/Recommendation: Plan Commission review \& recommendation on a Site Plan Review Application submitted by Robert E Lee \& Associates, Inc. on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID \#006-0328-02-02.

## MOTION:

Motion made by Commissioner Nemecek, Seconded by Commissioner Hopkins to recommend approval of the Site Plan with the following Staff recommendations \& conditions:

1. The project shall comply with all applicable local, state, \& federal codes/ordinances.
2. A revised stormwater management \& grading/erosion control plan for both construction best management practices (BMPs) and post-construction BMPs shall be submitted to the Town for review \& approval prior to commencing construction. Winnebago County and Wisconsin Department of Natural Resources permits/approvals for stormwater management \& erosion control shall be obtained prior to commencing construction.
3. Vision clearance triangles as required per Attachment $B$ of the Town Zoning Ordinance shall be added to the site plan. Any structure(s), sign and/or landscaping exceeding the 3 ft . in height above the centerline of Eagle Heights Dr. shall be relocated to outside the vision clearance triangle. Revised site plan(s) showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
4. The roof material shall have a Solar Reflective Index (SRI) of 29 or higher. Applicant shall submit documentation showing compliance with this requirement to the Town for staff-level review/approval prior to commencing construction.
5. Accessory buildings, including but not limited to the office \& mail room, shall maintain the same theme \& material selections as the principal buildings.
6. A revised Landscape Plan in compliance with Attachment E of the Town Zoning Ordinance shall be submitted to the Town for review \& approval by the Plan Commission and 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.
7. If the sign is externally illuminated, such lighting shall be shielded with landscaping so the light fixture and/or source is not visible from off-site.
8. The waste/trash/recyclables collection area enclosure shall be revised in compliance with Attachment E and Sec. 9.08-209 of the Town Zoning Ordinance. Revised enclosure detail showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
9. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
10. Acceptable exterior building materials per Attachment C of the Town Zoning Ordinance (clay or masonry brick) shall cover approximately $50 \%$ of all exterior wall surfaces, substantially consistent with the existing multi-family residential development adjacent to the east on Tax ID \#006-0329.
11. Fire hydrants \& any fire protection devices shall be clearly designated on the site plan and reviewed/approved by the Department of Protective Services.
12. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed \& approved by the Plan Commission and 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 Conditional Use Application submitted by Robert E. Lee \& Associates, Inc on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID \#006-0328-02-02.

## MOTION:

Motion made by Commissioner Nemecek, Seconded by Town Board Rep. Christianson to recommend approval of the Conditional Use Permit with the following Staff recommendations \& conditions:

1. The project shall comply with all applicable local, state, \& federal codes/ordinances.
2. A revised stormwater management \& grading/erosion control plan for both construction best management practices (BMPs) and post-construction BMPs shall be submitted to the Town for review \& approval prior to commencing construction. Winnebago County and Wisconsin Department of Natural Resources permits/approvals for stormwater management \& erosion control shall be obtained prior to commencing construction.
3. Vision clearance triangles as required per Attachment B of the Town Zoning Ordinance shall be added to the site plan. Any structure(s), sign and/or landscaping exceeding the 3 ft . in height above the centerline of Eagle Heights Dr. shall be relocated to outside the vision clearance triangle. Revised site plan(s) showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
4. The roof material shall have a Solar Reflective Index (SRI) of 29 or higher. Applicant shall submit documentation showing compliance with this requirement to the Town for staff-level review/approval prior to commencing construction.
5. Accessory buildings, including but not limited to the office \& mail room, shall maintain the same theme \& material selections as the principal buildings.
6. A revised Landscape Plan in compliance with Attachment E of the Town Zoning Ordinance shall be submitted to the Town for review \& approval by the Plan Commission and 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.
7. If the sign is externally illuminated, such lighting shall be shielded with landscaping so the light fixture and/or source is not visible from off-site.
8. The waste/trash/recyclables collection area enclosure shall be revised in compliance with Attachment E and Sec. 9.08-209 of the Town Zoning Ordinance.

Revised enclosure detail showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
9. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
10. Acceptable exterior building materials per Attachment C of the Town Zoning Ordinance (clay or masonry brick) shall cover approximately $50 \%$ of all exterior wall surfaces, substantially consistent with the existing multi-family residential development adjacent to the east on Tax ID \#006-0329.
11. Fire hydrants \& any fire protection devices shall be clearly designated on the site plan and reviewed/approved by the Department of Protective Services.
12. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed \& approved by the Plan Commission and 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.
D. Review/Recommendation: Plan Commission review \& recommendation on a Site Plan Review Application submitted by Utschig, Inc. on behalf of Positive Ventures, LLC for conversion of the existing restaurant/tavern building to a multi-tenant industrial/commercial building on Tax ID \#006-0620-06 (2770 Towne Court).

## MOTION:

Motion made by Commissioner Ketter, Seconded by Commissioner Nemecek to recommend approval of the Site Plan Application submitted by Utschig, Inc. with the following Staff recommendations \& conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. Vision clearance triangles as required per Attachment B of the Town Zoning Ordinance shall be added to the site plan. Revised site plan(s) showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
3. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
4. All future exterior lighting shall comply with Sec. 9.08-210 of the Town Zoning Ordinance.
5. Buildings/tenants shall connect to sewer \& water utilities once they become available.
6. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and 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.

## UPCOMING MEETING ATTENDANCE

A. Town Board (6:30 pm start unless otherwise noted) - June 21; July 5 \& 19; August 2 \& 16
B. Plan Commission (6:30 pm start unless otherwise noted) - June 28; July 12 \& 26; August 9

## ADJOURNMENT

MOTION:
Motion made by Commissioner Haskell, Seconded by Commissioner Nemecek to adjourn at 7:54 pm.
Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson Motion carried 6-0.

Respectfully submitted,
Kelsey Faust-Kubale
Town Clerk

# 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
ABSENT
Commissioner Dorow

STAFF
Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Eric Fowle, Cedar Corp

## APPROVAL OF MINUTES

A. Approval of the minutes of the Wednesday, May 24, 2023 Plan Commission Meeting

## MOTION:

Motion made by Commissioner Ketter, Seconded by Commissioner Nemecek to approve the minutes of the Wednesday, May 24, 2023, Plan Commission Meeting as presented.
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. Correspondence regarding the Premier Phase II project received June 19, 2023

## BUSINESS

A. Review/Discussion: Plan Commission review \& discussion on a draft Town of Clayton Comprehensive Plan 2040 document, with focus on Chapter 11: Plan \& Implementation.

## DISCUSSION ITEM ONLY - NO ACTION TAKEN

## UPCOMING MEETING ATTENDANCE

A. Town Board (6:30 pm start unless otherwise noted) - July 5 \& 19; August 2 \& 16; Sept 6 \& 20
B. Plan Commission (6:30 pm start unless otherwise noted) - July 12 \& 26; August 9; Sept 13

## ADJOURNMENT

MOTION:
Motion made by Commissioner Haskell, Seconded by Commissioner Ketter to adjourn at 9:03 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

| date | PERMIT \# | OWNER |
| :---: | :---: | :---: |
| TOWN OF CLAYTON PERMITS: |  |  |
| 6/5/2023 | 121-23-6B | LARRY TWIGG |
| 6/6/2023 | 122-23-6B | NATIONAL LIGHting |
| 6/6/2023 | 123-23-6E | NORTHEAST ASPHALT |
| 6/6/2023 | 124-23-6B | MATT STOVE |
| 6/7/2023 | 125-23-6B | DAVE CORSO |
| 6/7/2023 | 126-23-6B | GARY O CONNELL |
| 6/7/2023 | 127-23-6E | TROY GORDON |
| 6/14/2023 |  | JAY SChultz |
| 6/14/2023 | 128-23-6B | GARY GARDNER |
| 6/20/2023 | 129-23-6B | James calde |
| 6/21/2023 | 130-23-6B | ROBERT QUANDT |
| 6/21/2023 | 131-23-6B | John Poss |
| 6/21/2023 | 132-23-6B | DUSTIN WHALEY |
| 6/21/2023 | 133-23-6H | Jeff Malcore |
| 6/22/2023 | 134-23-6B | MACDONALD TRUST |
| 6/26/2023 | 135-23-6B | JEROD STEIGENBERGER |
| 6/27/2023 | 136-23-6E | donna Seelow |
| 6/27/2023 | 137-23-6H | SUSAN LEWIS |
| 6/27/2023 | 138-23-6H | JESSE CLARK |
| 6/27/2023 | 139-23-6P | DOUG YEATMAN |
| 6/27/2023 | 140-23-6B | Dave edwards |
| 6/27/2023 | 141-23-6E | Dave edwards |
| 6/29/2023 |  |  |


|  |  |
| :--- | :--- |
| 3524 GOLDEN HARVEST | DECK |
| 2586 W AMERICAN DR | NEW COMMERCIAL HVAC |
| 4515 CTY II | SERVICE |
| 4103 FAIRVIEW | SIDING |
| 3546 DEKALB | REROOF |
| 3573 RRAND MEADOWS | REROOF |
| 3336 CTY II | GENERATOR INSTALL |
| 8777 OAKWOOD | ADDITIONAL FEES TO PERMIT ISSUED |
| 4725S SHORT | DETACHED GARAGE |
| 885 CLAYTON | REROOF |
| 7449 SUNWOOD | REROOF |
| 9417 MEMORY | INSTALL EGREE WINDOW |
| 2645 FAIRVIEW | GAS PIPING FOR POOL HEATER |
| 8419 PIONEER | REPLACE A/C |
| 3033 SHADY | POLE BUILDING |
| 8007 NICHOLE HEIGHTS | REROOF |
| 9183 OAKWOOD | SERVICE |
| 3340 BERRY BRAMBLE | REPLACE AAC |
| 7510 SUNBURST | GRAGE HEATER |
| 3086 BUTTERCUP | REPLACE WATER HEATER |
| 9287 DEER TRAIL | BASEMENT BATHROOM |
| 9288 DEER TRAL | ELECT BAAEMENT BATHROOM |
| 3435 BERRY BRAMBLE | INGROUND POOL |
|  |  |

$\quad$ CONTRACTOR

SPRINGHETTI OUTDOOR SPAC
ADVANTAGE INC
ENETERPRISE ELECT
SELF
O' DANNY BOY
O DANNY BOY
OLACK-HAAK
BELF
SELF
SELF
SELF
SECURITY LUEBKE
SELF
S\&A PETERS
HEALTHY HOMES
CLEARY BUILDINGS
O DANNY BOY
CUMINGS ELECT
MODERN SHEET METAL
BLACK-HAAK
BLACK-HAAK
SELF
SELF
POOL WORKS

| 6/6/2023 66-23-6B | mitchell salzar | 5889 POINTE WEST | REPLACE SOLARIUM |
| :---: | :---: | :---: | :---: |
| 6/13/2023 67-23-6E | RANDY GRIGNON | 6912 GRIGNON | NSFD ELECT |
| 6/13/2023 68-23-6H | RANDY GRIGNON | 6912 GRIGNON | NSFD HVAC |
| 6/13/2023 69-23-6P | RANDY GRIGNON | 6912 GRIGNON | NSFD PLUMB |
| 6/15/2023 70-23-6B | LaUREL HUYVAERT | 6659 LASLEY SHORE | Raze house |
| 6/15/2023 71-23-6B | LAUREL HUYVAERT | 6659 LASLEY SHORE | NSFD |
| 6/15/2023 | LAUREL HUYVAERT | 6659 LASLEY SHORE | TOWN FEES |
| 6/19/2023 72-23-6B | JIM Johnson | 6551 WOODVIEW | GARDEN SHED |
| 6/19/2023 73-23-6E | dennis bahthe | 7125 CROSS RD | SERVICE |
| 6/28/2023 74-23-6B | KATHY EID | 5766 ERIE | bath remod |
| 6/28/2023 75-23-6B | diane benedict | 6121 CTY M | REROOF |

## TOWN OF WINCHESTER PERMITS:

6/26/2023 $\quad 15-23$-6B JESSE WEINZINGER

| $21,200.00$ | $\$$ | 210.70 | Town of Clayton | $\$$ |
| ---: | ---: | ---: | :--- | :--- |
| $175,000.00$ | $\$$ | 7,30350 | Town of Vinland |  |
| $20,000.00$ | $\$$ | 75.00 | Town of Winneconne | $\$$ |
| $3,000.00$ | $\$$ | 75.00 | Town of Winchester | $\$$ |

SALZAR SIDING
JAHNKE ELECT
RYF HVAC
WIFCHMAN PLUMB
INSTALLATION SPECIALIST
INSTALLATION SPECIALIST
INSTALATIN SPECIALIST
MOUND BUILDERS
SELF
TUNDRALAND
ALL-AMERICAN CONST
totals

IRTUE HOME

## GARDEN SHED ELECT GARDEN SHED DETACHED GARAGE

## SELF SELF <br> SELF SELF

| $\$$ | $30,000.00$ | $\$$ | 119.00 | $\$$ | 95.20 |
| :--- | ---: | ---: | ---: | ---: | ---: |
| $\$$ | $10,000.00$ | $\$$ | 142.20 | $\$$ | 113.76 |
| $\$$ | $8,000.00$ | $\$$ | 142.20 | $\$$ | 113.37 |
| $\$$ | $10,000.00$ | $\$$ | 142.20 | $\$$ | 13.76 |
| $\$$ | $10,000.00$ | $\$$ | 55.00 | $\$$ | 44.00 |
| $\$$ | $300,000.00$ | $\$$ | 500.00 | $\$$ | 400.00 |
|  |  | $\$$ | 50.00 |  |  |
| $\$$ | $7,500.00$ | $\$$ | 61.80 | $\$$ | 49.44 |
| $\$$ | $1,000.00$ | $\$$ | 60.00 | $\$$ | 48.00 |
| $\$$ | $15,5119.00$ | $\$$ | 1000.00 | $\$$ | 80.00 |
| $\$$ | $10,000.00$ | $\$$ | 50.00 | $\$$ | 40.00 |
| $\$$ | $\mathbf{4 0 1 , 6 1 9 . 0 0}$ | $\$$ | $\mathbf{1 , 8 8 2 . 4 0}$ | $\$$ | $\mathbf{1 , 0 9 7 . 9 2}$ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| $\$$ | $390,000.00$ | $\$$ | 660.00 | $\$$ | 528.00 |
| $\$$ | $\mathbf{3 9 0 , 0 0 0 . 0 0}$ | $\$$ | $\mathbf{6 6 0 . 0 0}$ | $\$$ | $\mathbf{5 2 8 . 0 0}$ |


| $20,000.00$ | $\$$ | 127.80 | $\$$ | 102.24 |
| ---: | ---: | ---: | ---: | ---: |
| 500.00 | $\$$ | 77.48 | $\$$ | 61.98 |
| $1,200.00$ | $\$$ | 114.20 | $\$$ | 9.1 .36 |
| $35,000.00$ | $\$$ | 215.00 | $\$$ | 172.00 |

date
TOTAL
FEE
revenue
$\begin{array}{llllll}\text { wn of Winneconne } & \$ & 401,61900 & \$ & 1,882,40 & \$ \\ 1,097.92 & \$ & 1,893.02\end{array}$ $\begin{array}{llrlrlrll} & & 401,619.00 & \$ & 1,882.40 & \$ & 1,097.92 & \$ & 8,734.52 \\ \text { Town of Winchester } & \$ & 390,000.00 & \$ & 660.00 & \$ & 528.00 & \$ & 1,7377.6\end{array}$ $\begin{array}{lllllll}\mathbf{\$} & 590,000.00 & \$ & 660.00 & \$ & 528.00 & \$ \\ 56,700.00 & \$ & 534.48 & \$ & 1,737.76 \\ & & 427.58 & \$ & 5317.02\end{array}$
Total \& $1,778,773.00$ \& $12,970.16$ \& $11,946.78$ \& 66060.93
Full Burden Wage $\$$ 14,633.49 $\$$ 56,417.93
Net Profit (Loss) $\quad \$ \quad(\mathbf{2 , 6 8 6 . 7 1 )} \quad \$ \quad 9,643.00$

TOWN OF DALE PERMITS:

| 6/12/2023 | $43-23-6 \mathrm{~B}$ | RANDY KASTELLO |
| :--- | :--- | :--- |
| $6 / 12 / 2023$ | $44-23-6 \mathrm{E}$ | RANDY KASTELL |
| $6 / 2820223$ | $45-23-6 \mathrm{~B}$ | STEVE ZIEGLER |


| W8580 QUIET LN | GARDEN SHED |
| :--- | :--- |
| W8580 QUIET LN | ELECT GARDEN SHED |
| W9085 MARIANNE | DETACEED GARAGE |
| W9684 DEGAL | DETACHED GARAGE |

## Greenville wrestles with expanding subdivision that has only one way in and out Duke Behnke - Appleton Post-Crescent

GREENVILLE - How big is too big for a residential subdivision with a single access point?

The 47 homeowners in Country Meadows have lived with Everglade Road as the lone entrance and exit in their subdivision for years.

But a developer's proposal to add 35 homes to Country Meadows, without opening a second access point, has the homeowners up in arms.

They're concerned additional traffic from the new homes will compound safety issues and that construction vehicles will tear up Everglade, as it's the only way in and out.
"Everglade is busy," homeowner Tyler Ernst said. "Now you stack 30 more homes in there? You can't walk or do anything."
"The allure was to live in a quiet neighborhood," said homeowner Jennifer Mueller.

## What is the status of the developer's proposal?

The developer, North Appleton Properties, requested the village rezone 32 acres from agricultural use to single-family residential use to accommodate the first addition to Country Meadows. It also sought approval for the preliminary plat.

The Village Board last week tabled both matters. Board President Jack Anderson said that before Greenville proceeds, it needs to define the access and safety issues and whether improvements are needed to Everglade, which is a rural road with ditches and without sidewalks or streetlights.
"We need to be smarter about how we're doing these things, and I don't think we're there yet on this one," Anderson said.

## Planning Commission forwards mixed recommendations

The Planning Commission voted 3-2 to deny the rezoning and 4-1 to approve the preliminary plat. Both are recommendations to the Village Board, which will have the final say.

The village's future land-use plan shows the land in question as suitable for suburban residential development, and the preliminary plat complies with all ordinances. The village doesn't require a subdivision to have more than one access point.

Commission members Anderson, Leanne Meidam-Wincentsen and Michael Simonds opposed the rezoning. Meidam-Wincentsen also voted against the preliminary plat.

Meidam-Wincentsen said she wouldn't have approved the Country Meadows subdivision as it exists today, much less with the addition of 35 homes.
"I cannot, in good conscience, make this subdivision more unsafe," Meidam-Wincentsen said.

## Is a developer responsible for fixing a preexisting problem?

Village Administrator Travis Parish said the new subdivision, by itself, would have two access points - Everglade and Morning Glory Lane - but it would funnel back into the existing section of Everglade.
"Unfortunately, the existing subdivision went in with only one access," Parish said. "Probably the time to address the two accesses was at that point. We can't put higher standards on the next developer than we require from other developers."

Parish said the Glen Valley Drive subdivision had more than 200 homes with a single access point until other subdivisions developed around it.
"It's not necessarily unprecedented that there has been only one way in and out," he said.

The Village Board has discussed rewriting its ordinance to require more than one access point, but no change has been made.

## Safety concerns remain at the center of debate

Access to the subdivision could be jeopardized if an emergency response blocks Everglade. That risk exists today, but residents contend it would be exacerbated with an additional 35 homes.
"It's super unsafe to get in and out of our neighborhood to begin with," homeowner Lisa Gaupp said.

Parish said the proposed subdivision would improve safety by providing a loop for buses, snowplows and emergency vehicles. "No longer would buses have to back up," he said.

The new subdivision also would have curb and gutter and sidewalks.
Contact Duke Behnke at 920-993-7176 or dbehnke@gannett.com. Follow him on Twitter at @DukeBehnke.

## Business Item A

From: Administrator/Staff
To: Plan Commission
Re: Public Hearing and Plan Commission review and 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.

## Property Information Specific to Tax ID \#'s 006-0617 \& 006-0618:

1. Specific Site Location: The subject site is located on the property addressed 2689 County Rd II and the parcel adjacent to the south. The subject site is adjacent to the south of the County Rd II/Martin Dr intersection and adjacent to the northeast of the Westridge Golf Course.
2. Parcel Profile Reports for each parcel are enclosed with this memo for your reference. Additional applicable property information not included in the Parcel Profile Report is described below:
a. The subject property is located in the Town's Community Business (B-2) District, Multifamily Residential (R-4) District, Two-Family Residential (R-3) District, and Suburban Residential (R-2) District. Rezoning approved by Town in May 2023.
b. A small area in the northeast corner of Tax ID \#006-0617, adjacent to County Rd II, is located in the County's Shoreland Zoning and General Agriculture (A-2) District. This is due to a navigable stream located on the north side of County Rd II.
c. There are two (2) "non-navigable" intermittent streams/drainage ways running through the subject property as identified on the preliminary plat:
i. Per the Town Subdivision Ordinance, the minimum environmental setback corridor for these streams is 35 ft .
ii. Winnebago County has no setback requirement for these intermittent streams/drainage ways.
d. A wetland delineation of the subject property was completed in October 2022 which identified five (5) small wetlands:
i. Four (4) small wetlands are within/near the northerly intermittent stream/drainage way on Tax ID \#006-0617, within Lots 2 and 3, and Outlot 1 of the final plat; and
ii. One (1) small wetland is in the southwest corner of Tax ID \#006-0618, within and adjacent to the south of Lot 45 of the final plat.
e. No portion of the subject property is located in a floodplain.
f. No portion of the subject property is located in located in Outagamie County Airport Zoning or an Airport Height Limitation Zone.
g. All of the subject property part of the final plat is located in the Fox West Sewer Service Area and Town of Clayton Sanitary District \#1.
h. The adopted "Highways 10 \& 76 Corridor Land Use Master Plan" identifies the following proposed land use districts and features on the subject property:
i. Tax ID \#006-0617 = "Gateway Commercial \& Retail" adjacent to County Rd II and "Medium and High Intensity Residential" throughout the remainder of the parcel.
ii. Tax ID \#006-0618 = "Medium and High Intensity Residential"
iii. Future roads are identified throughout the subject property, along parcel lines.
iv. A future on-road trail is identified along County Rd II, north of the subject property.
v. A future off-road trail is identified along the southerly intermittent stream/drainage way on Tax ID \#006-0618.
This Master Plan was adopted as part of the Town Comprehensive Plan and serves as a more detailed future land use map for the Highways 10 and 76 Corridor. This Master Plan Map is a supplement to and supersedes the Future Land Use Plan Map classifications.
i. The PRELIMINARY/DRAFT Future Land Use Map of the updated 2023 Comprehensive P Item A. identifies the following future land use categories/designations on the subject property:
i. Tax ID \#006-0617 = "Business" adjacent to County Rd II, "Neighborhood Center Mixed Use" near County Rd II and adjacent to the east parcel line, and "Medium and High Intensity Residential" throughout the remainder of the parcel.
ii. Tax ID \#006-0618 = "Medium and High Intensity Residential" in the western 2/3, "Neighborhood Mixed Center" in the northeast corner, and "Recreation and Conservation" in the southeast corner of the parcel.
This preliminary/draft Future Land Use Map has not yet been adopted by the Town.
j. The PRELIMINARY/DRAFT Parks and Recreation Facilities Map of the updated 2023 Comprehensive Plan identifies "Future Town Parks or Greenspace" in the southeast corner of Tax ID \#006-0618, a future on-road trail along County Rd II, north of the subject property, and "Future Off-Road Trail" along the southerly intermittent stream/drainage way on Tax ID \#0060618.

This preliminary/draft Parks and Recreation Facilities Map has not yet been adopted by the Town.
k. The proposed commercial and residential development is allowed in the subject property's Community Business (B-2), Multifamily Residential (R-4), Two-Family Residential (R-3), and Suburban Residential (R-2) Districts.
I. The subject property is within extraterritorial plat review jurisdiction of the Village of Fox Crossing.
3. Zoning of Surrounding Properties:
a. North: R-1 (Rural Residential District) \& I-1 (Light Industrial District)
b. South: R-2 (Suburban Residential District)
c. East: A-2 (General Agriculture District)
d. West: R-1 (Rural Residential District), A-2 (General Agriculture District), B-2 (Community Business District), \& R-2 (Suburban Residential District)

## Application Details:

McMahon Associates, on behalf of Clayton Development Group, LLC, requests 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. In May 2023, the Town approved rezoning the subject property to the Community Business (B-2), Multifamily Residential (R-4), Two-Family Residential (R-3), and Suburban Residential (R-2) Districts to accommodate the various uses and housing types as described in more detail below:

- Commercial/business uses are proposed on Lots 1 through 3, adjacent to County Rd II. These lots and Outlot 1 are in the Community Business (B-2) District.
- Multi-family residential use is proposed on Lots 4 and 5. These lots are in the Multifamily Residential (R-4) District.
- Two-family and single family residential uses are proposed on Lots 6 through 17, Lots 27 through 30, and Lots 35 through 37. These lots and Outlot 2 are in the Two-Family Residential (R-3) District.
- Single-family residential uses are proposed on Lots 18 through 26, Lost 31 through 34, and Lots 38 through 49. These lots are in the Suburban Residential (R-2) District.
- All Outlots (Outlots $1 \& 2$ ) are proposed for stormwater management facilities (e.g., ponds). All Outlots are proposed to be dedicated to the Town.
All proposed lots comply with the minimum lot dimensional requirements for each respective zoning district in which the lots are located.


## Preliminary Plat Approval Conditions:

A copy the letter outlining preliminary plat approval conditions and the applicant's response to each condition (in red) is included with this packet for your reference.

Road Access:
Access to the subdivision is proposed via one (1) new road connecting to County Rd II, directly across from the existing Martin Dr north of County Rd II. An internal road network is proposed with:

- Three (3) road stubs for future road access to property adjacent to the east;
- Two (2) road stubs for future road access to property adjacent to the south; and
- One (1) road stub for future road access to the property adjacent to the west.

Town staff, including Fire Chief Scott Rieckmann, have concerns with only one (1) road access to the subdivision until adjacent properties are developed and road access from adjacent properties is established. The Town should consider requiring an additional road access to County Rd II.

Road Names:
Per the final plat, it appears Princeton Dr changes to St Norbert Dr at the curve in the road near Lots 16 and 17.

It is staff's opinion that the Princeton Dr and St Norbert Dr road segment(s) should be revised to one (1) road name for the entire continuous roadway, primarily for emergency services purposes. Having a road name change in the middle of a road segment or at a curve in a road may cause issues/confusion in finding the property in emergency situations.

## Wetlands:

As described earlier in this memo, a wetland delineation of the subject property was completed in October 2022 which identified five (5) small wetlands. One (1) small wetland within and adjacent to the south of Lot 45 is proposed to be filled, which will require approval from the WisDNR.

## Minimum Road Design Standards:

- The applicant is requesting a variance to the Town's Minimum Road Design Standards Policy to allow for the following design for all roads:
- 12 inches of gravel base course with geogrid installed below the pavement and shoulders; and
- 4 inches of compacted asphalt surface.
- Preliminary Plat Approval Condition: "If requested by the subdivider, the Town Board allow for an exception/variance to the minimum road design standards for all platted roads, except Marlo Dr, Princeton Dr, and St Norbert Dr, to be constructed with 4 inches total asphalt pavement ( 2.25 " binder layer \& 1.75 " surface layer), 12 inches total gravel base ( 6 Inches of 3 " B.A.D. \& 6 Inches of $3 / 4$ "B.A.D.), and geogrid, subject to: 1) The subdivider conducting soil borings and providing the Town a detailed geotechnical report with design calculations proving the proposed road design is suitable for the site; and 2) The subdivider providing the Town an irrevocable financial commitment to cover the cost of road failure if road failure were to occur within 25 years after construction."
- Town Engineer Recommendation: Town Engineer recommends that the Town not allow an exception/variance to the minimum road design standards, and that all roads be constructed to the Town's minimum road design standards. This is due to the amount of heavy vehicle/equipment traffic that will be occurring on all roads during individual lot development and during future development of the remaining southern property included in the preliminary plat approval.

Drainage \& Stormwater Management (Sec. 7.10.05, Town Subdivision Ordinance):
Stormwater management and erosion control within the Town are regulated by Winnebago County and the WisDNR. Applicant provided a Stormwater Management Plan and detailed utility and road construction plans prepared by McMahon Associates. Town Engineer has conducted an initial review and provided technical engineering review comments to the Town.
The following items/issues need to be addressed by the applicant:

- Additional information and revised plans addressing the Town Engineer review comments will need to be submitted for Town review/approval prior to final plat approval.
- Dedication of Drainage Facilities/Outlot Dedication: The note on the plat regarding ownership of Outlots 1 and 2 may need to be revised to memorialize maintenance responsibilities if outlots are proposed to
be dedicated to and if they are accepted by the Town. The Town is not required to accept the out and/or maintenance responsibilities.

Construction of Public Improvements/Public Improvement Agreement (Sec. 7.10.06, Town Subdivision Ordinance):

- Town Engineer has conducted an initial review and provided technical engineering review comments to the Town regarding road, sanitary sewer and water main construction. Additional information and revised plans addressing the Town Engineer review comments will need to be submitted for Town review/approval prior to final plat approval.
- The subdivider is required to install and construct all public improvements (e.g., roads, sewer, water, stormwater management facilities, trails, sidewalks, etc.). As a condition of final plat approval, the subdivider shall enter into a Public Improvement Agreement in recordable form with the Town. The Public Improvement Agreement shall contain the provisions described in Section 7.10 .06 (4) of the Town Subdivision Ordinance, addressing items such as construction timelines, financial security, and other requirements as deemed necessary.

Dedications and Reservations (Sec. 7.10.08, Town Subdivision Ordinance:

- Pedestrian Trails: Any recreational trail(s) designated in an adopted Town plan shall be made part of the plat and either dedicated to the Town or reserved by the subdivider in locations and dimensions indicated on such plan.
- The "Highways 10 \& 76 Corridor Land Use Master Plan" identifies a future on-road along County Rd II, north of the subject property, and a future off-road trail along the southerly intermittent stream/drainage way on Tax ID \#006-0618.
Per the submitted Utility \& Road Construction Plans, the only proposed pedestrian facility is an 8 ft . wide public trail along the east side of Marlo Drive. The approved preliminary plat identified the 8 ft . wide trail continuing within and along the southern edge of the County Rd II right-of-way from Marlo Dr to the east lot line of PIN 006-0617, which is not shown on the submitted Utility \& Road Construction Plans.
- Dedication Requirements for Park, Playground, \& Recreational Open Space:

The Town Subdivision Ordinance requires one of the following options in regard to dedication of park, playground, and recreational open space area(s):

1. Land Dedication in the following percentages of land area by zoning:

- Single-family zoning: $6 \%$
- Two-family zoning: 8\%
- Multiple-family zoning:

12\%
2. Fee in lieu of land dedication: In the event the Town Board deems a dedication is unsuitable, inadequate or inappropriate, a $\$ 500$ fee in lieu of dedication for each new dwelling unit shall be paid prior to issuance of a building permit.
During preliminary plat review/approval, the Town Board allowed for the fee in lieu of land dedication option. The applicant agrees with the fee in lieu of land dedication.

Street Arrangement/Temporary Turnarounds (Section 7.10.18 (1) (c) 5, Town Subdivision Ordinance):
Temporary turnarounds of 120 ft right-of-way diameter and a roadway of not less than 90 ft in diameter shall be provided in the following locations as required by the Town Subdivision Ordinance:

- East terminus of St Thoms Ln
- South terminus of Marlo Ave
- South terminus of St Norbert Dr
- West terminus of Lawrence Ln

Compliant temporary turnarounds are missing from or insufficient in the following locations:

- East terminus of St Thoms Ln (temporary turnaround identified on plat does not meet minimum dimensional requirements.)
- South terminus of Marlo Ave (none shown)
- West terminus of Lawrence Ln (none shown)

In an attempt to address this issue, the applicant included access restrictions to Marlo Ave for Lot 37 and to Lawrence Ln for Lots 22 and 46. The applicant's engineer stated the access restriction eliminates the need for a temporary cul-de-sacs in these locations.

## USPS Postal Service:

It is staff's understanding/assumption that USPS will require cluster mailbox units (CBUs) for this subdivision. The location of the CBUs should be identified on the final plat prior to approval. Initial purchase and installation of the CBUs and associated walkways, foundations, etc. are the developers responsibility. USPS National Delivery Planning Standards Handbook P0-632 provides guidance for CBUs. In addition to identifying the location of the CBUs on the final plat, a note should be added to the final plat indicating that lot owners are responsible for all CBU structure and foundation maintenance and replacement costs. The note is important to convey that:

- The Town does not maintain mailboxes
- Lot owners immediately abutting a CBU are responsible for the short term maintenance and accessibility to the CBU in regard to grass cutting, snow removal, and keeping the CBU in a presentable, functional state.
- All lot owners associated with a particular CBU are responsible for long term maintenance, repair, or replacement.
- If the lot owners associated with a designated CBU fail to keep the CBU in a presentable and functional state, the Town may assess/charge designated CBU lot owners for the shared cost of required maintenance.

State Certification of Final Plat: The subdivider must provide the Town with a copy of the State certification that there are no objections to the final plat. State certification has not been provided to the Town.

## Staff Comments, Plan Commission/Town Board Direction, \& Staff Recommendation:

## Specific items/issues that need to be reviewed by the Town and/or addressed by the applicant:

1. Road Access: Town staff, including Fire Chief Scott Rieckmann, have concerns with only one (1) road access to the subdivision until adjacent properties are developed and road access from adjacent properties is established. The Town should consider requiring an additional road access to County Rd II.
2. Road Names: It is staff's opinion that the Princeton Dr and St Norbert Dr road segment(s) should be revised to one (1) road name for the entire continuous roadway, primarily for emergency services purposes. Having a road name change in the middle of a road segment or at a curve in a road may cause issues/confusion in finding the property in emergency situations.
3. Wetland Filling/DNR Permit Approval: DNR approval for filling the wetland within and adjacent to the south of Lot 45 shall be obtained and should be provided to the Town prior to final plat approval.
4. Minimum Road Design Standards:
a. The applicant is requesting a variance to the Town's Minimum Road Design Standards Policy to allow for the following design for all roads:
i. 12 inches of gravel base course with geogrid installed below the pavement and shoulders; and
ii. 4 inches of compacted asphalt surface.
b. Preliminary Plat Approval Condition: "If requested by the subdivider, the Town Board allow for an exception/variance to the minimum road design standards for all platted roads, except Marlo Dr, Princeton Dr, and St Norbert Dr, to be constructed with 4 inches total asphalt pavement (2.25" binder layer \& 1.75" surface layer), 12 inches total gravel base ( 6 Inches of 3" B.A.D. \& 6

Inches of $3 / 4$ " B.A.D.), and geogrid, subject to: 1) The subdivider conducting soil borings an providing the Town a detailed geotechnical report with design calculations proving the proposed road design is suitable for the site; and 2) The subdivider providing the Town an irrevocable financial commitment to cover the cost of road failure if road failure were to occur within 25 years after construction."
c. Town Engineer Recommendation: Town Engineer recommends that the Town not allow an exception/variance to the minimum road design standards, and that all roads be constructed to the Town's minimum road design standards. This is due to the amount of heavy vehicle/equipment traffic that will be occurring on all roads during individual lot development and during future development of the remaining southern property included in the preliminary plat approval.
5. Drainage \& Stormwater Management (Sec. 7.10.05, Town Subdivision Ordinance):

The following items/issues need to be addressed by the applicant:
a. Additional information and revised plans addressing the Town Engineer review comments will need to be submitted for Town review/approval prior to final plat approval.
b. Dedication of Drainage Facilities/Outlot Dedication: The note on the plat regarding ownership of Outlots 1 and 2 may need to be revised to memorialize maintenance responsibilities if outlots are proposed to be dedicated to and if they are accepted by the Town. The Town is not required to accept the outlots and/or maintenance responsibilities.
6. Construction of Public Improvements/Public Improvement Agreement (Sec. 7.10.06, Town Subdivision Ordinance):
a. Additional information and revised plans addressing the Town Engineer review comments will need to be submitted for Town review/approval prior to final plat approval.
b. The subdivider is required to install and construct all public improvements (e.g., roads, sewer, water, stormwater management facilities, trails, sidewalks, etc.). As a condition of final plat approval, the subdivider shall enter into a Public Improvement Agreement in recordable form with the Town. The Public Improvement Agreement shall contain the provisions described in Section 7.10.06 (4) of the Town Subdivision Ordinance, addressing items such as construction timelines, financial security, and other requirements as deemed necessary.
7. Dedications and Reservations (Sec. 7.10.08, Town Subdivision Ordinance):
a. Per the submitted Utility \& Road Construction Plans, the only proposed pedestrian facility is an 8 ft . wide public trail along the east side of Marlo Drive. The approved preliminary plat identified the 8 ft . wide trail continuing within and along the southern edge of the County Rd II right-of-way from Marlo Dr to the east lot line of PIN 006-0617, which is not shown on the submitted Utility \& Road Construction Plans.
8. Street Arrangement/Temporary Turnarounds (Section 7.10.18 (1) (c) 5, Town Subdivision Ordinance):

Temporary cul-de-sac turnarounds are missing from or insufficient in the following locations:
a. East terminus of St Thoms Ln (temporary turnaround identified on plat does not meet minimum dimensional requirements.)
b. South terminus of Marlo Ave (none shown)
c. West terminus of Lawrence Ln (none shown)

In an attempt to address this issue, the applicant included access restrictions to Marlo Ave for Lot 37 and to Lawrence Ln for Lots 22 and 46. The applicant's engineer stated the access restriction eliminates the need for a temporary cul-de-sacs in these locations.
9. USPS Postal Service:

It is staff's understanding/assumption that USPS will require cluster mailbox units (CBUs) for this subdivision. The location of the CBUs should be identified on the final plat prior to approval. In addition to identifying the location of the CBUs on the final plat, a note should be added to the final plat indicating that lot owners are responsible for all CBU structure and foundation maintenance and replacement costs.
10. State Certification of Final Plat: State certification has not been provided to the Town.

## Plan Commission/Town Board Direction:

1. The final plat and covenants shall be reviewed by the Plan Commission for conformance with this ordinance and all other ordinances, rules, regulations and the Town's Comprehensive Plan.
2. The final plat shall then be forwarded to the Town Board with a Plan Commission recommendation for approval or rejection.
3. The subdivider shall execute a Public Improvement Agreement with the Town and provide the requisite financial security pursuant to Section 7.10:15(4) (b) prior to Town approval and as a condition of Town approval of a final plat. Failure to submit an approved, executed Public Improvement Agreement and approved, executed financial guarantee shall be deemed an incomplete final plat submittal.
4. If the final plat conforms substantially to the preliminary plat as approved, including any conditions of that approval, and to local plans and ordinances adopted as authorized by law, it is entitled to approval.
5. The Town Board shall, within sixty (60) days of the date of filing of the original final plat with the Town Clerk, approve or reject such plat, unless the time is extended by written agreement with the subdivider.
a. If the plat is rejected, the reasons shall be stated in the minutes of the meeting and forwarded to the subdivider with a copy to the Town Plan Commission.
b. If the Board fails to act within sixty (60) days and the time has not been extended by agreement and if no unsatisfied objections have been filed within that period, the plat shall be deemed approved, and, upon demand, a certificate to that effect shall be made on the face of the plat by the Town Clerk.
The Town Board shall act on the final plat on or before August 4, 2023, unless the time is extended by written agreement with the subdivider.

## Staff Recommendation:

Due to the outstanding issues described above, staff recommendation is to either:

1. Table final plat review for review at a future meeting after all outstanding issues have been adequately addressed to the satisfaction of the Town. (This option will most likely require the Town to enter into a written agreement with the subdivider to extend the time limit in which the Town Board shall approve or reject the plat);

OR
2. Reject the final plat due to the outstanding issues described above.

Final
Preliminary Plat Review Application (Submit 15 copies of Drawings)

Property Owner (s): Clayton Development Group, LLC
Address/Zip: 2065 American Drive, Suite A Neenah, wi 54956 Phone: $920-428-9451$ Fax: N/A EMail: derek eqrounded propertygroup. Applicant: Mcmahon Associates
Check: Architect $\qquad$ Engineer $x$ Surveyor X Attorney $\qquad$ Agent $\qquad$
Address/City/Zip: 1445 McMahon Drive Neenah, Wi 54956
Phone: $920-751-4200$ Fax: $\qquad$ EMail: Dwoelze memgrp.com Plat Title: Scholar Ridge Estates
No. of Lots: 51 Total Acreage: 56.3 Tax Key No.: 0060617 a Part of 0060618 Legal Description: Part of the NW 1/4 and the SW $1 / 4$ of the NE $1 / 4$ of Sec. 24 , TZON, RlloE. Town of Clayton Zoning:
Surveyor: Douglas E. Woedz Registration No.: PLS-2327 Address/City/Zip: 1445 Mcmahon Drive Neevah, Wi 54956 Phone: 920-751-4200 Fax: N|A EMail: Dwoelz e memgrp. com

I certify that the attached drawings are to the best of my knowledge complete and drawn in accordance with all Town of Clayton codes.

Applicant Signature:
 8
 Date: $\qquad$
For Town Use Only Fee (See Fee Schedule)
Fee: $\qquad$ Acct No: $\qquad$ Receipt: $\qquad$ Date: $\qquad$
Date Rec'vd Complete: $\qquad$ By: $\qquad$ Applic. No.: $\qquad$
Review Meeting $\qquad$ History Preliminary Plat is: Approved $\qquad$ Approved with Condition $\qquad$ Denied $\qquad$
Public Improvement Agreement Signed: Yes $\qquad$ No: $\qquad$
10 Copies submitted to County: Yes $\qquad$ No: $\qquad$ 11 "x 17 " submitted: Yes $\qquad$ No: $\qquad$
15 Copies submitted to Town: Yes $\qquad$ No: $\qquad$
Comments: $\qquad$

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## SCHOLAR RIDGE ESTATES

PART OF THE NORTHWEST $1 / 4$ AND THE SOUTHWEST $1 / 4$ OF THE NORTHEAST $1 / 4$ OF SECTION 24
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## SCHOLAR RIDGE ESTATES

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## TIUTY EASENENT PROVSONS


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## SCHOLAR RIDGE ESTATES - PHASE 1 UTILITY \& ROAD CONSTRUCTION TOWN OF CLAYTON

WINNEBAGO COUNTY, WISCONSIN
MCM \# C1069-09-23-00271

DESIGN CONTACT MacAhon ASSOCAIES, NC




Wolf fiver Bernedoodes $\boldsymbol{q}$





































## IRACKING PAD DETAIL




























May 24, 2023

ADDRESS
ADDRESS
ADDRESS

To Whom it May Concern:

The Board of Supervisors of the Town of Clayton conditionally approved your Preliminary Plat submission at their Wednesday, May 17, 2023 meeting. Please find below the conditions that must be satisfied within the Final Plat submission:

1. Town Board allow for fee in lieu of land dedication pursuant to Section 7.10 .08 (4)(b) of the Town of Clayton Subdivision Ordinance.
The subdivider accepts the fee in lieu of land dedication.
2. Detailed street, sanitary sewer, and water main plans and profiles shall be submitted to and approved by the Town Engineer and Town of Clayton Sanitary District \#1, and Village of Fox Crossing, as applicable, prior to Final Plat approval by the Town and prior to commencing construction.
a. The Town Engineer may require that borings and soundings be made in designated areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to groundwater table.
A geotechnical report including soil borings has been provided to the Town of Clayton. Information regarding subsurface soil and water conditions is included in the report.
b. Marlo Dr, Princeton Dr, and St Norbert Dr must comply with the Town's minimum road design standards as per the Town's Minimum Road Design Standards Policy/Ordinance. See response under 2c.
c. If requested by the subdivider, the Town Board allow for an exception/variance to the minimum road design standards for all platted roads, except Marlo Dr, Princeton Dr, and St Norbert Dr, to be constructed with 4 inches total asphalt pavement ( 2.25 " binder layer \& 1.75 " surface layer), 12 inches total gravel base ( 6 Inches of 3 " B.A.D. \& 6 Inches of $3 / 4$ " B.A.D.), and geogrid, subject to: 1) The subdivider conducting soil borings and providing the Town a detailed geotechnical report with design calculations proving the proposed road design is suitable for the site; and 2) The subdivider providing the Town an irrevocable financial commitment to cover the cost of road failure if road failure were to occur within 25 years after construction.
In response to conditions 2b. and 2c. above, the developer hired a licensed Geotechnical Engineer (ECS Midwest, LLC) to provide pavement section recommendations based on their subsurface exploration and laboratory testing (Geotechnical Report and 30-year pavement design supplemental letter previously sent to the Town Administrator). ECS Midwest's recommendation for a 30-year design includes 4.5 inches total asphalt pavement ( 2.25 " binder layer \& 2.25 " surface layer), 12 inches total gravel base, and no geogrid. Based on ECS Midwest's recommendations for the residential subdivision, the subdivider is requesting a variance to the minimum road design standards for all platted roads within the

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\begin{gathered}
8348 \text { Hickory Ave - Larsen, WI 54947 } \\
\text { Phone - 920-836-2007 | Fax - 920-836-2026 }
\end{gathered}
$$

Email - administrator@townofclayton.net | Web Page - www.claytonwi.govoffice3.com
subdivision. The subdivider is requesting that all platted roads be constructed with 4 inches total asphalt pavement ( $2.25^{\prime \prime}$ binder layer $\& 1.75^{\prime \prime}$ surface layer), 12 inches total gravel base (6 Inches of $3^{\prime \prime}$ B.A.D. \& 6 Inches of $3 / 4{ }^{\prime \prime}$ B.A.D.), and geogrid. In comparison with ECS' 30year design, the proposed road has 0.5 inches less asphalt but includes geogrid.
3. Detailed drainage, grading, storm sewer, and stormwater management plans and profiles shall be submitted to the Town Engineer for review and comment prior to Final Plat approval by the Town. Detailed drainage, grading, storm sewer, and stormwater management plans and profiles have been submitted to the Town of Clayton for review.
4. All permits and approvals required by the Wisconsin Department of Natural Resources and Winnebago County for stormwater management and erosion control shall be obtained prior to commencing construction.
WDNR permits have been applied for and are pending approval. Permit approval letters shall be supplied to the Town of Clayton prior to commencing construction.
5. The Wisconsin Department of Natural Resources jurisdictional determination/wetland exemption or Individual Permit for wetland disturbance shall be obtained prior to Final Plat approval by the Town and prior to commencing construction.
Wetland permits have been applied for and are pending approval. Permit approval letters shall be supplied to the Town of Clayton prior to commencing construction.
6. All permits and approvals required by the Wisconsin Department of Natural Resources, Town of Clayton, Village of Fox Crossing, and Town of Clayton Sanitary District \#1 for sanitary sewer, water main, and street construction shall be obtained prior to Final Plat approval by the Town. Plans have been submitted to the Town of Clayton and Fox Crossing Utilities for review. WDNR sanitary and water extension permits have been submitted and are pending approval.
7. The subdivider shall execute a Public Improvement Agreement with the Town of Clayton, Village of Fox Crossing, and Town of Clayton Sanitary District \#1, and provide requisite financial security for all public improvements prior to Town approval and as a condition of Town approval of the Final Plat. Parts of this are included in the Developer's agreement.
What is required of the subdivider to move forward with the Public Improvement Agreement?
8. A boundary amendment to the Town of Clayton Sanitary District \#1, adding Tax ID \# 006-0632 to the sanitary district, shall be approved and executed prior to Final Plat approval by the Town of any Final Plat including/dividing Tax ID \#006-0632.
Phase 1 of Scholar Ridge Estates does not include Tax ID\# 006-0632. A boundary amendment shall be executed prior to the Final Plat including Tax ID\# 006-0632. What is required by the Town of Clayton to move forward with the boundary amendment?
9. Written confirmation of the extraterritorial rights of both City of Neenah and the Village of Fox Crossing over the subject property shall be submitted to the Town.
See attached Intermunicipal agreement between The Town of Clayton and The Village of Fox Crossing. According to Section IV (Extraterritorial Jurisdiction), there shall be a ten year moratorium

[^1]on the Village's exercise of extraterritorial zoning authority and plat approval authority within the Town of Clayton. Correspondence with the Village of Fox Crossing is also attached.

The applicant is currently waiting on a response from the City of Neenah regarding extraterritorial rights. Correspondence with the City of Neenah will be provided to the Town of Clayton as soon as it is available.
10. Applicant is eliminating Lot \#53 from the plat due to the intermittent stream.

Lot \#53 has been eliminated from the plat.
11. Subdivider shall explore a pedestrian solution throughout the plat in addition to the public trail on Marlo Dr.
As a part of the subdivision, the subdivider has incorporated the public trail along Marlo Drive, extending the full length of the property. This allows access from the north end of the property all the way to the south end via trail. Eventually, this will also be able to tie into the development extending directly to the south, which can provide safe trail access from County Road ii to Larsen Road. As a part of our design, all lots have quick and easy access to reach this public trail. We have given additional considerations to items such as green space, space for children to wait for the school bus, space for children and families to play in the subdivision, etc. As the end buyer of the apartment complex, we have designated an area where the children can line-up and wait for the school bus pickup in our apartment community. Additionally, there is 10 acres of green space within the apartment community that can be used as a shared location for recreational use, and for areas for the families and children to play. The combination of the public trail extending throughout the full length of the subdivision, designated area for school bus pickup, and green space for the development to use creates a solution for pedestrian traffic, recreational use, and safety for the families of the neighborhood.
12. Review from Clayton Protective Services Department, Town of Clayton Public Works Department, US Postal Service, and Winnebago County for items including, but not limited to, public safety access, plowing access, method of postal service, future development along County Rd II with respect to the proposed trail. The subdivider shall be responsible for construction of the public trail along/within the County Rd II right-of-way.
d. How is the applicant going to comply with Fire Code IFC D107 (adopted by the Town) requiring accesses?
As a part of the initial conceptual layout and preliminary plat, the applicant dedicated 6 stub streets (2 stub streets in Phase 1) that are intended to be tied into future development in the Town of Clayton. Due to the Winnebago County Highway Department requirements, a second public access route would not be allowed along County Road II. The State has reviewed the preliminary plat, and no comments or concerns regarding accesses have been brought to our attention.
e. How is the applicant going to comply with Fire Department Access and Water Supply NFPA118.2.3.3 Multiple Access Roads? More than one fire department access road shall be provided when it is determined by the AHJ that access by a single road could be impaired by vehicle congestion, condition of terrain, climatic conditions, or other factors that could limit access.
See response under 12d.
f. How is the applicant going to handle the snow management within the plat?

The rural road section allows for snow storage within roadside ditches. Additionally, temporary snow storage easements have been added at the end of all stub streets within the plat.
g. How is the applicant working with USPS to address postal servicing?

Applicant to provide correspondence to the Town regarding postal servicing. Waiting to hear back from USPS regarding the need for mailbox clusters.

If you have any questions, please feel free to reach out via email or phone.

Kelly Wisnefske<br>Town Administrator

Site Map 1-Clayton Development Group LLC


2/2/2023, 2:32:52 PM
--- Official Mapped ROW Extension
$\square$ Adjacent Counties
--- Navigable - Stream (unchecked)

Lakes, Ponds and Rivers

## Navigable Waterways

- Navigable - Permanent (unchecked)- Stream (checked) Tax Parcel Boundary
--- Navigable - Intermittent (unchecked) $\qquad$ Road ROW

Site Map 2-Clayton Development Group LLC


## 2/2/2023, 2:33:55 PM

| $\square$ | - | Adjacent Counties |
| :--- | :--- | :--- |
| Lakes, Ponds and Rivers | --- | Navigable - Intermittent (checked) |
| Navigable Waterways | --- | Navigable - Stream (checked) |
| - | Navigable - Permanent (unchecked) | $\square$ |
| -- Navigable - Intermittent (unchecked) | - | Local Road |
| --- | Navigable - Stream (unchecked) | - |
|  | County Road |  |

1:14,223


## Agenda Items: Public Hearing A, Business B, \& Business C

From: Administrator/Staff
To: Plan Commission
Re: Public Hearing and Plan Commission review \& recommendation on a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multifamily 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.


#### Abstract

AND 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.


## Property Information Specific to Tax ID \# 006-0617:

1. Specific Site Location: The subject site is located on the property addressed 2689 County Rd II. The subject site is adjacent to the south of the County Rd II/Martin Dr intersection.
2. Parcel Profile Report is enclosed with this memo for your reference. Additional applicable property information not included in the Parcel Profile Report is described below:
a. The subject property is located in the Town's Multifamily Residential (R-4) District. Rezoning approved by Town in May 2023.
b. There is one (1) "non-navigable" intermittent stream/drainage way running adjacent to the south of Lot 4 of the proposed Scholar Ridge Estates final plat.
c. There are no wetlands on the subject property.
d. No portion of the subject property is located in shorelands or floodplain.
e. No portion of the subject property is located in located in Outagamie County Airport Zoning or an Airport Height Limitation Zone.
f. All of the subject property part of the final plat is located in the Fox West Sewer Service Area and Town of Clayton Sanitary District \#1.
g. The adopted "Highways 10 \& 76 Corridor Land Use Master Plan" identifies the future use of the subject property as "Medium and High Intensity Residential". This Master Plan was adopted as part of the Town Comprehensive Plan and serves as a more detailed future land use map for the Highways 10 and 76 Corridor. This Master Plan Map is a supplement to and supersedes the Future Land Use Plan Map classifications.
h. The PRELIMINARY/DRAFT Future Land Use Map of the updated 2023 Comprehensive Plan identifies the future use of the subject property as "Medium and High Intensity Residential". This preliminary/draft Future Land Use Map has not yet been adopted by the Town.
i. The proposed development is a Conditional Use in the subject property's Multifamily Residential (R-4) District.
3. Zoning of Surrounding Properties:
a. North: B-2 (Community Business District)
b. South: R-3 (Two-Family Residential District)
c. East: A-2 (General Agriculture District)
d. West: A-2 (General Agriculture District)

## Application Details:

The applicant is proposing a multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings on the subject property.

- Twelve (12) of the multi-family buildings are proposed on Lot 4 of the proposed Scholar Ridge Estates final plat
- Three (3) of the multi-family buildings are proposed on Lot 5 of the proposed Scholar Ridge Estat final plat
The proposed development also includes dumpster enclosures and internal driveways/parking areas. There are two (2) proposed driveways to Marlo Ave from the western portion of the development on Lot 4 of the proposed Scholar Ridge Estates final plat. There are two (2) proposed driveways to Marlo Ave and one (1) proposed driveway to St Thomas Ln from the eastern portion of the development on Lot 5 of the proposed Scholar Ridge Estates final plat. Stormwater management is proposed to be handled by the stormwater pond proposed to be constructed on Outlot 1 of the proposed Scholar Ridge Estates final plat, located north/northeast of the proposed development. The subject property is currently vacant land with wooded areas in the northern portions of Lots 4 and 5 of the proposed Scholar Ridge Estates final plat.
"Multifamily building, 9 or more units" is a Conditional Use in this property's Multi-Family Residential (R-4) District. A Conditional Use Permit and Site Plan Review/Approval are required for this development.


## Special Standards for Principal Land Uses:

Special standards for the "Multifamily building, 9 or more units" land use are found in Sec. 9.08-253, as follows:

1. Number of principal buildings per parcel. More than one multifamily building with 3 or more dwelling units may be located on a parcel of land, provided the overall density is maintained.
2. Design and construction. A multifamily building with 3 or more dwelling units shall meet the design and construction standards for a single-family dwelling under s. 9.08-254(c), which are:

- Suitable roof coverings include clay or ceramic tiles, wood shingles or shakes, metal, or fiberglass or asphalt shingles.
- Exterior wall surfaces shall be covered with stucco, wood siding, cement-fiber siding, vinyl siding, metal horizontal lap siding, wood shingles, or a masonry veneer.
- An overhang shall extend at least 12 inches beyond the face of the exterior wall.
- The building shall be set on and anchored to a continuous permanent foundation that extends around its perimeter.
- Consistent with the requirements in Article 7 of this chapter, the Plan Commission may approve a special exception authorizing the use of an exterior material not specifically allowed in this subsection.
The proposed roofing material is Aged Cedar or Weathered Wood color asphalt shingles. The proposed exterior wall materials consist of Aztec White color brick veneer and Savannah Wicker color vinyl siding. The proposed development appears to comply with all special standards outlined in Sec. 9.08-253. Color sample documents are included for Town review.


## Special Site Design Principles and Architectural Standards

The "Multifamily Building" land use is subject to the special site design principles and architectural standards outlined in Division 8 of Article 8 of the Town Zoning Code of Ordinances. This section of the ordinance makes reference to the following attachments of the zoning code:

- Attachment B, Horizontal Site Design Standards
- Attachment C, Architectural Design Standards
- Attachment D, Architectural and Landscape Design Zones
- Attachment E, Landscape Design Standards
- Attachment F, Environmental and Energy Efficiency ( $E^{3}$ ) Guidelines

Per Attachment D, this property is located in the Tier 1 architectural and landscape design zone.

## Horizontal Site Design Standards (Attachment B):

Driveways:

- Lot 4 of the proposed Scholar Ridge Estates final plat: Two (2) driveways to Marlo Ave.
- Lot 5 of the proposed Scholar Ridge Estates final plat: Two (2) driveways to Marlo Ave \& one (1) driveway to St Thomas Ln
Per Section A (1) (f): "Driveways shall be located to minimize potential interference and conflicts with the use of buildings, roadways and driveways located on the opposite side of the street. To the greatest extent possible, driveways should align with existing driveways or roads on the opposite side of the street." In accordance with St Thomas Ln on the opposite side of Marlo Ave.

In response to staff's recommendation, the applicant's engineer provided the following statement:
"Moving the driveway would force the southernmost buildings into the 30' side yard setback. This would also eliminate space for a vegetated buffer along the South property line of Lot 4. If the current driveway location is not acceptable to the Town, further discussion can be had to determine an appropriate location"

Stormwater and Erosion Control:
Stormwater management is proposed to be handled by the stormwater pond proposed to be constructed on Outlot 1 of the proposed Scholar Ridge Estates final plat, located north/northeast of the proposed development. Stormwater management plans require review and approval by the Town and Winnebago County. Applicant shall also provide copies of stormwater management and erosion/sediment control permits/approvals obtained from Winnebago County and the Wisconsin Dept. of Natural Resources for this development.

## Architectural Design Standards (Attachment C):

The subject property is located in the Tier 1 architectural design zone per Attachment D, Architectural and Landscape Design Zones.

## Exterior Wall Materials:

The proposed exterior wall materials consist of Aztec White color brick veneer and Savannah Wicker color vinyl siding.

Sec. A. (2) (a) states:

1) Except as provided below, Acceptable Exterior Building Materials shall cover 75 percent or more of all exterior wall surfaces. Windows and doors, including overhead doors, shall not be included in the total wall surface area calculation.
"Acceptable exterior building materials" listed in Sec. A. (1) (d) include the following:

- Clay or masonry brick
- Natural or manufactured stone
- Decorative concrete masonry (sealed) with color consistent with design theme.
- Poured-in-place, tilt-up or precast architectural concrete (shall have stone, texture or coating appearance consistent with design theme)
- Glass curtain walls (Note: Glass windows and doors are not considered glass curtain walls)
- Other materials as approved by the Town Board

The proposed exterior materials do not comply with the requirements of Sec. A. (2) (a) since greater than $25 \%$ of the exterior wall surfaces are proposed to be covered with vinyl siding. However, there is a clear conflict between the special standards described in Sec. 9.08-253 (see above) and architectural design standards in Attachment C. The applicant is proposing approximately $50 \%$ ( $1^{\text {st }}$ floor) to be covered with brick veneer, consistent with the Premier Apartments developments. In order to address this issue, the Town may:

1. Require the applicant to comply with minimum code requirements of Attachment C; or
2. Reduce the percentage of the exterior wall surfaces needing to be covered with acceptable exterior building materials to approximately $50 \%$ ( $1^{\text {st }}$ floor) as proposed.
The Town may approve the building plans as proposed via \#2 above. Staff recommends approving the building plans as proposed to be consistent with the Town's approval of the existing Premier Apartments developments.

## Roofing Materials:

The proposed roofing material is Aged Cedar or Weathered Wood color asphalt shingles. "Asphalt, fibercement, slate or wood shingles" is listed as an acceptable roofing material per Sec. A. (1) (c).

Per Sec. A. (1) (c), the proposed roof material shall have a Solar Reflective Index (SRI) of 29 or higher. Tt Item B. SRI for Aged Cedar color asphalt shingles is 28 and the SRI for Weathered Wood color asphalt shingles is 19. Both of these roofing materials do not comply with the code's SRI requirement.

The applicant is requesting a waiver to this requirement and provided the following statement:
"We are proposing the use of 'Aged Cedar' or 'Weathered Wood' color of the Landmark shingle material produced by Certainteed, which has an SRI of 28 and 21 respectively. Additionally, we discussed the SRI requirement at length with Chad Pingel at RODAC (the builder of Legacy Park Apartments), and it seems the SRI requirement of 29 should be applied to commercial construction and doesn't necessarily apply to residential projects with shingle roofs in the same manner. In reviewing the LEED rating system, we believe the LEED for commercial requirement of 29 for SRI is relevant to commercial projects with metal or TPO roof systems. When being applied to residential projects with asphalt roofs of this type, the LEED for Homes/Residential system would be the most relevant. In speaking with the two largest manufacturers of asphalt shingles, there is only 1 color amongst all of them that exceeds the SRI requirement of 29. The following are comments from my Chad who has an extensive background in materials and efficiency:
"Please see attached information that reflects the most current data available for: Solar Reflectance, Solar Reflective Index, and those shingles that comply with Cal Title 24 Part 6 (shingles allowed for use in California's hot climate). When it comes to saving on energy costs related to cooling loads based on a light colored shingle or any roofing material for that matter, it ends up being a wash in cost at this latitude due to the amount of degree heating and cooling days being almost the same. Therefore, it doesn't make sense to have the SRI requirement tied to Multifamily Residential Construction. LEED utilizes the SRI value when looking at what is known as the "Heat Island Reduction". The roofing surface is only (1) part of what is considered along with areas of green space and areas of shade due to trees within the building site. Heat island reduction focuses on keeping the climate surrounding a building's surfaces cool. This is where the SRI value plays part in material selection and hard surfaces along with green space and shade."

## Staff recommends approval of the requested waiver to allow for the Aged Cedar color asphalt shingles with an SRI of 28.

## Sustainable Design:

Sec. A. (11) states: "It is the intent of the Town of Clayton to encourage sustainable development and design. Sustainable design reduces dependency upon energy and impact on the environment while meeting development needs of the community. While certification to a specific environmental standard (e.g., LEED, Green Globe, Energy Star) is not required, the site plan review process will include review of a project's adherence to Attachment F, Environmental and Energy Efficiency (E3) Guidelines, of this Chapter. Projects that aim to meet an established, specific environmental standard such as those named above are strongly encouraged."

## Exceptions:

Sec. A. (14), states: "Should a particular parcel present an undue hardship or needs arise to mitigate adjoining land use impacts, the Town Board may modify provisions of these regulations so long as the intent is protected and such modifications are not utilized in significant fashion as to warrant revision."

## Landscape Design Standards (Attachment E):

The subject property is located in the Tier 1 landscape design zone per Attachment D, Architectural and Landscape Design Zones.

## General Design Criteria:

A Landscape Plan was submitted which identifies Buffer Yard Landscaping, Parking Lot Landscaping, Screening Requirements, and Building \& Grounds Landscaping. The submitted plans also identify preserving a portion of the existing wooded area adjacent to the intermittent stream/drainage way adjacent to the south of Lot 4 of the proposed Scholar Ridge Estates final plat.

Design Standards:

The following landscaping types are required per Attachment E:

- Buffer Yard Landscaping along the southern lot line of Lot 4
- Parking Lot Landscaping
- Screening Requirements (i.e., screening around service, storage, and trash collection structures and areas)
- Building and Grounds Landscaping
- Ground Sign Landscaping

Buffer Yard Landscaping:
Per Sec. C. (1) (a):

- Buffer yard landscaping is required along the southern lot line of Lot 4.
- Required buffer yards shall be landscaped as described below. Combinations of trees and shrubs (at maturity), berms and fences shall create a 100 percent screening of visual sight from the normal finished ground elevation to six feet ( 6 ') above the ground elevation.
- Buffer yard shall be a minimum of 20 feet wide and shall be in accordance one of the two options below:

1. Planted with 350 landscape points per 100 linear feet. At minimum, the following landscaping plantings shall be incorporated into the buffer yard:

- Three (3) tall or medium deciduous or evergreen trees with a minimum height of 25 feet at maturity;
- Ten (10) evergreen trees or shrubs with a minimum height of ten (10) feet at maturity; and
- Fifteen (15) deciduous or evergreen shrubs with a minimum height of four (4) feet at maturity.
A total of 3,691 landscape points would be required for this option.

2. An opaque fence with a minimum height of six (6) feet and 175 landscape points per 100 linear feet. The required landscaping plantings shall be located on the outside of the fence. At minimum, the following landscaping plantings shall be incorporated into the buffer yard:

- Three (3) tall or medium deciduous or evergreen trees with a minimum height of 25 feet at maturity;
- Five (5) evergreen trees or shrubs with a minimum height of ten (10) feet at maturity; and
- Eight (8) deciduous or evergreen shrubs with a minimum height of four (4) feet at maturity.
A total of 1,845 landscape points would be required for this option.
The proposed buffer yard landscaping does not comply with code requirements. Applicant requesting a waiver to this requirement to allow for the proposed buffer yard landscaping consisting of 720 total landscape points via the following landscaping materials along the southern lot line of Lot 4:
- 12 Vanderwolf's Pyramid Pine
- 6 Black Hills Spruce
- 6 Autumn Blaze Maple

Staff recommends requiring buffer yard landscaping along the south lot line of Lot 4 in compliance with the requirements of Attachment E .

Parking Lot Landscaping:
Per Sec. C. (1) (b) 3) b), Parking Lot Perimeter Landscaping, "One (1) tall or medium deciduous or evergreen trees per 50 linear feet of parking lot perimeter shall be equally spaced around the perimeter of the parking lot." The Landscape Plan does not technically meet this requirement since Ivory Silk Lilac is proposed adjacent to the parking areas on Lot 5 , which is a "low" deciduous tree. In order to address this issue, the Town may:

1. Require the applicant to comply with minimum code requirements and replace the Ivory Silk Tree Lilac "low deciduous trees" with tall or medium deciduous or evergreen trees; or
2. Waive this requirement and allow for the Ivory Silk Tree Lilac "low deciduous trees" in lieu of tall o medium deciduous or evergreen trees, as proposed.

## The Town may approve the Parking Lot Landscaping as proposed via \#2 above.

Grounds Landscaping:
Per Sec. C. (1) (d) 1):

- A minimum of 20 landscape points consisting of deciduous and evergreen trees shall be provided on a prorated basis for every 4,500 square feet of impervious surface area. Low deciduous trees shall not make up more than 50 percent ( $50 \%$ ) of the total number of trees. Evergreen trees shall make up at least 15 percent ( $15 \%$ ) of the total number of trees.
- Lot 4 requires 1,378 landscape points consisting of trees. The Landscape Plan proposes 2,610 landscape points consisting of trees. The Landscape Plan for Lot 4 exceeds this requirement.
- Lot 5 requires 392 landscape points consisting of trees. The Landscape Plan proposes 660 landscape points consisting of trees. The Landscape Plan for Lot 5 exceeds this requirement.
- A minimum of three (3) landscape points consisting of deciduous and/or evergreen shrubs shall be provided on a prorated basis for every 1,000 square feet of impervious surface area.
- Lot 4 requires 930 landscape points consisting of shrubs. The Landscape Plan proposes 360 landscape points consisting of shrubs. The Landscape Plan for Lot 4 does not meet this requirement since Reed Grass does not count for any points.
- Lot 5 requires 264 landscape points consisting of shrubs. The Landscape Plan proposes 90 landscape points consisting of shrubs. The Landscape Plan for Lot 5 does not meet this requirement since Reed Grass does not count for any points.
The applicant is requesting that the Town consider/allow Reed Grass as being equivalent to a "low shrub" equaling 3 landscape points per Reed Grass planting. If allowed by the Town, then the Landscape Plan for Lot 4 would comply with this requirement, but the Landscape Plan for Lot 5 would still not comply with this requirement.

Building Landscaping:
Per Sec. C. (1) (d) 2), "75\% of all building sides must be landscaped with a variety of appropriate plant materials in a wood mulch or stone landscaping bed which is a minimum of 6' wide measured from building façade."
The Landscape Plan does not comply with this requirement.

## Ground Sign Landscaping:

Signage plans and ground sign landscaping plans were not submitted.

## Modifications of Standards:

Sec. F states: "The Town Board shall have the authority to waive or modify the requirements and standards of this section for good cause shown by the applicant. In lieu of any modification, a substitution of higher standards or inclusion of E3 components described in Attachment F can be required by the Town Board to offset any corresponding waiver or modification. Documentation of any modification shall be on file at the Town of Clayton and available for public review."

## Environmental and Energy Efficiency ( $E^{3}$ ) Guidelines (Attachment F):

The $E^{3}$ standard is strongly recommended, but not required. Per review of the application materials, the following $E^{3}$ components are included in this development:

- Increase number of plants. The total number of trees and shrubs required for "grounds landscaping" exceeds minimum requirements
- Storm sewer piping. Only hard piping of stormwater directly off-site is proposed to the stormwater pond on Outlot 1 which is anticipated to be approved by the Town \& County.
- Minimize sprawl. Development is proposed within $1 / 8$ mile of existing commercial development.
- Light Pollution. Proposed lighting is further reduced beyond current ordinance requirements.
- Minimize impervious surfaces. Proposed impervious surface percentage is less than $47 \%$ which is well below the maximum $70 \%$ requirement.


## Storage of Waste/Trash and Recyclables (Sec. 9.08-209):

Per Sec. 9.08-209:

- Outside Storage of waste/trash or recyclables shall be screened from view and enclosed by a fence or wall that extends to the tallest point of waste/trash or recyclable container(s), but not less than six (6) feet in height.
- Screen fencing or walls shall be of a continuous wood, brick, or vinyl surface, or other material(s) as approved by the Town Board.
- When a fence has two distinct sides, the side with protruding posts, studs, etc. shall face the inside of the enclosure.
The trash enclosure is proposed to be enclosed via chain link fence with privacy slats, which may be allowed if the Town approved the proposed materials (i.e., chain link fence with privacy slats).


## Exterior Lighting (Sec. 9.08-210):

An exterior lighting plan consisting of only building-mounted fixtures was submitted and substantially complies with code requirements.

## Comprehensive Plan Considerations:

- The "Highways 10 \& 76 Corridor Land Use Master Plan" classifies this parcel as being in the "Medium and High Intensity Residential" land use district. This Master Plan was adopted as part of the Town Comprehensive Plan and serves as a more detailed future land use map for the Highways 10 and 76 corridor. This Master Plan Map is a supplement to and supersedes the Future Land Use Plan Map classifications.
- "Medium and High Density Residential District" Land Use District Description:
"This district is present in various portions of the Study Area and is intended to accommodate both single-family and multiple-family housing units that are connected to public sewer and water. Planned densities should fall between 6 and 12 dwelling units per acre. This district is designed to better accommodate more affordable 'workforce' housing and those types of units which are often referred to as 'the missing middle' (Figure 2-2). The Missing Middle housing types provide diverse housing options, such as duplexes, fourplexes, cottage courts, and townhouses. This definition does not include typical 8 -plex and 16-plex apartment buildings. These house-scale buildings should fit seamlessly within residential neighborhoods and support walkability. They provide solutions along a spectrum of affordability to address the mismatch between the available housing stock and shifting demographics combined with the growing demand for walkability."

The proposed development is consistent with the "Medium \& High Density Residential District" land use district as mapped and described in the "Highways 10 \& 76 Corridor Land Use Master Plan".

## Staff Comments, Basis of Decision, \& Suggested Conditions:

## Staff Comments:

Plan Commission/Town Board will need to consider and discuss the following outstanding items/issues:

1. Horizontal Site Design Standards (Attachment B):
a. Location of Southern Driveway on Lot 4:
i. Per Section A (1) (f): "Driveways shall be located to minimize potential interference and conflicts with the use of buildings, roadways and driveways located on the opposite side of the street. To the greatest extent possible, driveways should align with existing driveways or roads on the opposite side of the street."
ii. The southern driveway on Lot 4 does not align with St Thomas Ln, east of Marlo Ave.
iii. Applicant is requesting a waiver to this requirement to allow the driveway location proposed.
iv. Staff Recommendation: Staff recommends requiring reconfiguration of the southern driveway on Lot 4 to align with St Thomas Ln on the east side of the Marlo Ave.
2. Architectural Design Standards (Attachment C):
a. Exterior Building/Wall Materials:
i. Proposed exterior building/wall materials do not comply with the requirements of Attachment C. Code requires $75 \%$ or more of wall surfaces to be covered in "Acceptable Exterior Building Materials" listed in Attachment C. However, there is a clear conflict between the special standards per Sec. 9.08-253 for multifamily buildings and the architectural design standards in Attachment C.
ii. Applicant is requesting a waiver to this requirement and is proposing approximately $50 \%$ (1st floor) to be covered with brick veneer, consistent with the Premier Apartments developments
iii. Staff Recommendation: Staff recommends approving the building plans as proposed due to the code inconsistency between Sec. 9.08-253 and Attachment C. Furthermore, approving the plans as proposed will be consistent with the Town's approval of the Premier Apartments developments.
b. Roofing Materials:
i. Proposed roofing materials do not comply with the Solar Reflective Index (SRI) requirement of Attachment C. Code requires roof materials to have an SRI of 29 or higher.
ii. Applicant is requesting a waiver to this requirement and is proposing Aged Cedar color asphalt shingles with an SRI of 28 or Weathered Wood color asphalt shingles with an SRI of 19 .
iii. Staff Recommendation: Staff recommends approval of the requested waiver to allow for the Aged Cedar color asphalt shingles with an SRI of 28.

## 3. Landscape Design Standards (Attachment E):

a. Landscaping within Temporary Cul-de-Sac Right-of-Way:

Landscaping is proposed within the temporary cul-de-sac right-of-way at the east end of St Thomas Ln. Landscaping plan will need to be revised to address this issue.
b. Buffer Yard Landscaping:
i. Proposed buffer yard landscaping along southern lot line of Lot 4 does not comply with the requirements of Attachment E .
ii. Code requires 3,691 landscape points without a screening or 1,845 landscape points with a screening fence.
iii. Applicant is requesting a waiver to this requirement to allow for a buffer yard landscaping consisting of 720 landscape points.
iv. Staff Recommendation: Staff recommends requiring buffer yard landscaping along the south lot line of Lot 4 in compliance with the requirements of Attachment E .
c. Parking Lot Landscaping:
i. Attachment E requires TALL or MEDIUM deciduous or evergreen trees to be planted adjacent to the parking areas.
ii. On Lot 5, applicant is proposing Ivory Silk Lilac trees adjacent to parking areas on Lot 5, which is a low deciduous tree. Since Ivory Silk Lilac is a LOW deciduous tree which does not comply with this requirement.
iii. The Town may waive this requirement and approve the Parking Lot Landscaping as proposed or require the applicant to replace the Ivory Silk Lilac trees with tall or medium deciduous or evergreen trees.
d. Grounds Landscaping:
i. Proposed grounds landscaping does not comply with the shrub requirements of Attachment E.
ii. Code requires 930 landscape points consisting of shrubs on Lot 4 and 264 landscape points consisting of shrubs.
iii. On Lot 4, applicant is proposing 360 landscape points consisting of shrubs with an additional 192 Reed Grass plantings. (Note: Reed Grass does not count towards any landscape points since it is not a shrub)
iv. On Lot 4, applicant is proposing 90 landscape points consisting of shrubs with an additional 192 Reed Grass plantings. (Note: Reed Grass does not count towards any landscape points since it is not a shrub)
v. Applicant is requesting that the Town consider/allow Reed Grass as being equivalent to a "low shrub" equaling 3 landscape points per Reed Grass planting. If this waiver request is allowed by the Town, then the Landscape Plan for Lot 4 would comply with this requirement, but the Landscape Plan for Lot 5 would still not comply with this requirement.
e. Building Landscaping:
i. Proposed building landscaping does not comply with the requirements of Attachment E .
ii. Staff Recommendation: Due to the building configurations having garages on each end, compliance is not possible. Staff recommends waiving this requirement, but requiring modification of the landscape plan so $100 \%$ of the non-garage sides of the buildings are landscaped.
4. Storage of Waste/Trash and Recyclables (Sec. 9.08-209):
a. Applicant is proposing chain link fence with privacy slats for screening of trash enclosures.
b. Code states that screen fencing or walls shall be of a continuous wood, brick, or vinyl surface, or other material(s) as approved by the Town Board
c. Since "chain link fence with privacy slats" is not listed as an approved fencing material, the proposed materials may only be allowed with Town approval.

## Basis of Decision:

Conditional Use:
The Town, in making its decision, shall consider the following factors:

1. the size of the parcel on which the proposed use will occur;
2. the presence of and compatibility with other uses on the subject property;
3. the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);
4. effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
5. the suitability of the subject property for the proposed use;
6. effects of the proposed use on the natural environment;
7. effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;
8. effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and
9. any other factor that relates to the purposes of this chapter as set forth in s. 9.01-5 and other sections as may apply.

## Site Plan Review:

The Town, in making its decision, shall consider the following factors:

1. Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
2. Effects of the project on the natural environment;
3. Effects of the project on surrounding properties, including but not limited to operational considerat relating to hours of operation and creation of potential nuisances such as noise, odor, fumes, dust, and light;
4. Compliance with the Special Site Design Principles and Architectural Standards described in Division 8 of Article 8;
5. Compliance with other applicable requirements contained in this Chapter; and
6. Any other factor that relate to the purposes of this Chapter as set forth in section 9.01-05 and other applicable sections.

## Staff Recommendation \& Suggested Conditions:

If the Town determines that the exterior wall materials, roofing material, and overall site plan are adequate, as proposed, it is staff's opinion that the Town may conditionally approve the conditional use permit and site plan.

The following are possible conditions of approval that may be relevant to ensure compliance with ordinance requirements:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. Stormwater management and grading/erosion control plans shall be approved by the Town, Winnebago County, and Wisconsin Department of Natural Resources prior to commencing construction. Winnebago County and Wisconsin Department of Natural Resources permits/approvals for stormwater management and erosion control shall be obtained prior to commencing construction.
3. Future accessory buildings shall maintain the same theme and material selections as the principal buildings.
4. A revised Landscape Plan shall be submitted to the Town for review and approval by the Plan Commission and Town Board. The revised Landscape Plan shall be approved and 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 and approved by the Plan Commission and 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.

## Suggested Motions:

Motion to recommend approval of the Conditional Use Permit for Clayton Development Group, LLC with all Staff recommendations \& conditions.

Motion to recommend approval of the Site Plan Application for Clayton Development Group, LLC with all Staff recommendations \& conditions.

8348 County Road T, Larsen WI 54947<br>Phone-920-836-2007 Fax-920-836-2026<br>Email - clerk@townofclayton.net Web Page - www.townofclayton.net

Property Owner(s): Clayton Development Group, LLC Attn: Derek Liebhauser
Address/Zip: 2065 American Drive, Suite A, Neenah, WI 54956
Phone: (920) 428-9451
Fax: $\qquad$ E-Mail:derek@groundedpropertygroup.com
Applicant: Zach Laabs, McMahon Associates
Check: Architect $\qquad$ Engineer $\qquad$ Surveyor $\qquad$ Attorney $\qquad$ Agent $\qquad$ Owner $\qquad$ Address/City/Zip: 1445 McMahon Drive, Neenah, WI 54956
Phone: (920) 751-4200 Fax:___E-Mail:zlaabs@memgrp.com
Describe the reason for the Conditional Use: Conditional Use Permit required for any multifamily building containing 9 or more units within the R4 - Multifamily Residential District.

## Conditional Use Specifics:

No. of Lots:_2 Total Acreage: 19 Acres Tax Key No.: 0060617
Legal Description: Lots 4 and 5 of Scholar Ridge Estates Plat
Current Zoning: R4-Multifamily Residential (As a part of the Scholar Ridge Estates Rezoning Application)

I certify that the attached drawings are to the best of my knowledge complete and drawn in accordance with all Town of Clayton codes.


For Town Use Only

## Fee (see Town Fee Schedule)

Fee: $\qquad$ Check \# $\qquad$ Receipt $\qquad$ Date
Date Received Complete $\qquad$ By $\qquad$ CUP No. $\qquad$
Review Meetings - Plan Comm $\qquad$ Town Board $\qquad$
Newspaper Publication Dates $\qquad$ \& $\qquad$ Posting Date $\qquad$
300' Neighborhood Notice Distribution $\qquad$
Conditional Use is: Approved $\qquad$ Denied $\qquad$
Comments $\qquad$

[^2]

## Site Plan Review Application

Town of Clayton
Mail: 8348 County Road T, Larsen, WI 54947
Phone: 920-836-2007 Fax: 920-836-2026
Email: administrator@townofclayton.net
Web Page: www.townofclayton.net

## Contact Information

Property Owner: Derek Liebhauser
Company: Clayton Development Group, LLC
Address: 2065 American Drive, Suite A
City/St/Zip: Neenah, WI 54956
Phone/Fax: (920) 428-9451
Email: derek@groundedpropertygroup.com

Engineer/Architect: Zach Laabs
Company: McMahon Associates
Address: 1445 McMahon Drive
City/St/Zip: Neenah, WI 54956
Phone/Fax: (920) 751-4200
Email: zlaabs@mcmgrp.com

## Propertv Information

Project Name: Legacy Park Apartments
Site Address: Lots 4 \& 5 of Scholar Ridge Estates Tax/Parcel ID: 006-0617
Site Zoning: R4 - Multifamily Residential (As a part of the Scholar Ridge Estates Rezoning Application)
Surrounding Land Uses: North: B2-Community Business District
South: R3-Two family Residential
East: A2-General Agriculture
West: A2-General Agriculture \& R1-Rural Residential
Proposed Use: 15-12 Unit Apartment Buildings

Proposed Zoning: R4-Multifamily Residential
Lot Size: 15.20 \& 4.35 Acres Structure Size: __15 @ 8,800 S.F._Addition: N/A
Project Schedule: Begin Construction in August, 2023

## Submittal Fees and Requirements

See Application Checklist for Additional Information Please make checks payable to the Town of Clayton

## $\square$ Fees

- Fees are based on Actual Review Costs (See Fee Schedule) and will be determined prior to approval.
- Storm Water \& Erosion Control fees are based on Winnebago County Zoning Department fee schedule.


## Д Plan of Operation

- Letter describing the business

Z Site Plan, Architectural Plan, Utility Plan (if applicable), Landscaping Plan

- Meets the requirements of the Town's Zoning Code of Ordinances Article 7, Division 13
- Meets the requirements of the Town's Subdivision Ordinance
- Submit 1 Hard Copy w/application and email an $11 \times 17$ copy


## Signatures

By the execution of this application, applicant hereby authorizes the Town of Clayton or its agents to enter upon the property during the hours of 7:00 AM to 7:00 PM daily for the purpose of inspection. Applicant grants the Town of Clayton or its agents even if applicant has posted this land against trespassing pursuant to Sec. 943.13 Wis. Stats.



## PLAN OF OPERATION

The proposed site plan submittal is for lots 4 and 5 of the Scholar Ridge Estates Plat. Lot 4 shall include the construction of $12-12$ unit apartment buildings and Lot 5 shall include the construction of 3-12 unit apartment buildings. Both sites will be serviced with Municipal sewer and water utilities.


Site Plan Review Application<br>Town of Clayton<br>Mail: 8348 County Road T, Larsen, WI 54947<br>Phone: 920-836-2007 Fax: 920-836-2026<br>Email: administrator@townofclayton.net<br>Website: www.townofclayton.net

## General Information

A Site Plan is required for all new buildings and additions to existing buildings which alter the outside dimensions of the building or the internal function of the site, and the development of, or expansion of parking areas, including new or relocated signs. Developments subject to review are multiple dwellings of 3 -units or more and all commercial, industrial, or public development and improvements.

Site Plan Review is authorized by the Town of Clayton's Zoning Code of Ordinances Article 7, Division 13 and Subdivision Ordinance. The approval of a site plan shall remain valid for one year after date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced.

## Procedure

The Town Staff and Town Planner shall review the application and shall only approve plans that meet all the requirements set forth in the Town of Clayton's Zoning Code of Ordinance and Subdivision Ordinance.

1. Pre-application conference (recommended): The purpose of the pre-application conference is to provide an opportunity for the applicant and staff to discuss the project, and for the applicant to gain information regarding the Zoning Ordinance and Site Plan Ordinance.
2. Application: The Town Staff shall distribute copies of the Site Plan Review application to the appropriate persons for review.
3. Staff Review and Action (this process may take $\mathbf{2 0}$ days): The Town Planner shall report their findings within 15 days of receiving the application. The Town Zoning Administrator, based upon compliance with the Zoning Ordinance, Subdivision Ordinance, and other Town Staff recommendations, shall make a recommendation for approval, approval with conditions, or deny with reason in writing, the development proposal.
4. Approvals, Conditional Approvals, or Denials of Site Plan: Any approvals, conditional approvals, or denials of a site plan will be specified in a letter sent to the applicant.
5. Sanitary and Erosion Control Permits:
a. Sanitary Permits: Sanitary Permits, if applicable, are issued through the Winnebago County Zoning Department. https://www.co.winnebago.wi.us/planning-and-zoning
b. Erosion Control Permits: Erosion Control Permits are also issued through the Winnebago County Zoning Department. An erosion control permit is required during certain land disturbing activities to regulate the installation and maintenance of Best Management Practices (BMPs). The erosion control permit applies, but is not limited to the following land disturbing activities:

- Land disturbance greater than or equal to 4,000 square feet;
- Excavation or fill greater than or equal to 400 cubic yards;
- Public or private driveway and road construction or reconstruction longer than 125 linear feet;
- Construction of any structure, addition to a structure, or multiple additions and/or structures where the total area is greater than 1,000 square feet.

6. Excavation and Earthwork: Excavation and earthwork may commence on site only after and Erosion Control Permit has been issued. Excavation and earthwork prior to site plan approval is at the owner's risk.
7. No Building, Utility, or Zoning Permits shall be issued nor can any construction commence on any projects prior to site plan approval and the issuance all building, zoning, and utility permits. Please refer to the preconstruction Checklist at www.townofclayton.net under municipal services, forms and permits.


## Site Plan Review Application Town of Clayton

Mail: 8348 County Road T, Larsen, WI 54947
Phone: 920-836-2007 Fax: 920-836-2026
Email: administrator@townofclayton.net
Website: www.townofclayton.net

| For Town Use Only |  |  |
| :---: | :---: | :---: |
| Fee (Actual Cost): | Acct No:__ Receipt: | Date: |
| Date Rec'vd Complete: | By: | No.: |
| Review Meeting | History |  |
| Site Plan is: Approved Comments: | Approved with Condition | Denied |

Notes: Please notify utility companies regarding your proposed development. Site plan approval does not constitute approval of a building permit or any required approval of a highway connection permit. Site plan $\&$ fee must be submitted 30 working days prior to meeting please see PC Submittal Schedule.

## LEGACY PARK APARTMENTS

## NEENAH, WISCONSIN

ISG PROJECT \# 23-28987

| PROJECT GENERAL NOTES |
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LEGACY PARK APARTMENTS



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(2) UNIT TYPE 2 FINISH PLAN - (TYPE B)




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[^4]
# LEGACY PARK APARTMENTS LOTS 4 \& 5 OF SCHOLAR RIDGE ESTATES TOWN OF CLAYTON 

WINNEBAGO COUNTY, WISCONSIN
MCM \# C1069-09-23-00344

MoCahon As


town of clayton contact


(992) :350-2007)


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DSPS STORMWATER CALCULATIONS

| LEGACY PARK APARTMENTS - WEST (LOT 4) |  |  |  |  |  |  |  |  | 8" SANITARY MAINS SHALL BE SDR 35 PVC |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Catch Basin | Area (SF) | Rooftop (SF) | Pavement (SF) | Green Space (SF) | Flow (GPM) | Combined Flow (GPM) | Capacity (GPM) | Pipe Size @ Slope | 8" WATER MAIN SHALL BE C909 PVCO |
| 1 | 44583 | 6540 | 4437 | 33606 | 711 | 711 | 817 | 10" @ 0.5\% |  |
| 2 | 10539 | 4360 | 570 | 5609 | 239 | 239 | 453 | 8" @ 0.5\% | 4" WATER SERVICES SHALL BE C900 PVC |
| 3 | 18917 | 4360 | 8689 | 5868 | 491 | 731 | 817 | 10" @ 0.5\% | STORM SEWER PIPE SHALL BE PVC OR HDPE |
| 4 | 18178 | 0 | 13151 | 5027 | 453 | 1895 | 2423 | 15" @ 0.5\% |  |
| 5 | 19526 | 8719 | 1140 | 9667 | 463 | 463 | 817 | 10" @ 0.5\% |  |
| 6 | 10417 | 0 | 8523 | 1894 | 280 | 2639 | 3065 | 15" @ 0.8\% |  |
| 7 | 19378 | 8719 | 1140 | 9519 | 462 | 462 | 817 | 10" @ 0.5\% | DRAINAGE FIXTURE CALCULATIONS |
| 8 | 6181 | 0 | 5276 | 905 | 171 | 3272 | 5886 | 15" @ 2.95\% | DRAINAGE FIXTURE CALCULATIONS |
| 9 | 9805 | 4360 | 570 | 4875 | 232 | 232 | 453 | 8" @ 0.5\% | MANHOLE 9 (WEST/LOT 4) |
| 10 | 17718 | 4360 | 8498 | 4860 | 476 | 708 | 817 | 10" @ 0.5\% | (240 dfu per 12 Unit Building) $\times 3$ Buildings $=720 \mathrm{dfu}$ |
| 11 | 10043 | 0 | 7116 | 2927 | 247 | 955 | 1334 | 12" @ 0.5\% |  |
| 12 | 10766 | 0 | 8477 | 2289 | 283 | 4510 | 5927 | 21" @ 0.5\% | MANHOLE 9 (EAST/LOT 5): |
| 13 | 9994 | 4360 | 0 | 5635 | 222 | 222 | 1222 | 8" @ 3.64\% | (240 dfu per 12 Unit Building) X 3 Buildings = 720 dfu |
| 14 | 17987 | 4360 | 8502 | 5126 | 479 | 5210 | 5927 | 21" @ 0.5\% |  |
| 15 | 4009 | 0 | 4009 | 0 | 123 | 123 | 696 | 8" @ 1.18\% | MANHOLE 10 (WEST/LOT 4): <br> (240 dfu per 12 Unit Building) X 9 Buildings = 2160 dfu |
| 16 | 25942 | 2180 | 3175 | 20587 | 379 | 503 | 817 | 10" @ 0.5\% |  |
| 17 | 20636 | 4360 | 9025 | 7252 | 515 | 1018 | 1334 | 12" @ 0.5\% |  |
| 18 | 6375 | 0 | 6375 | 0 | 196 | 196 | 906 | 8" @ 2.00\% |  |
| 19 | 10599 | 4360 | 1650 | 4590 | 263 | 263 | 774 | 8" @ 1.46\% |  |
| 20 | 18387 | 4360 | 8474 | 5554 | 482 | 744 | 1392 | 10" @ 1.45\% | WATER SUPPLY FIXTURE CALCULATIONS |
| 21 | 19477 | 2180 | 9793 | 7504 | 457 | 2416 | 2423 | 15" @ 0.5\% | WEST (LOT 4): |
| 22 | 20489 | 8719 | 1140 | 10630 | 473 | 473 | 614 | 8" @ 0.92\% | (144 wsfu per 12 Unit Building) $\times 12$ Buildings $=1,728$ wsfu |
| 23 | 5711 | 0 | 5711 | 0 | 176 | 176 | 825 | 8" @ 1.66\% |  |
| 24 | 11264 | 2180 | 4994 | 4090 | 277 | 3341 | 4429 | 15" @ 1.67\% | EAST (LOT 5): |
| 25 | 29906 | 4360 | 13937 | 11610 | 708 | 4049 | 4429 | 15" @ 1.67\% | (144 wsfu per 12 Unit Building) $\times 3$ Buildings $=432 \mathrm{wsfu}$ |
| MH 26 | 0 | 0 | 0 | 0 | 0 | 9259 | 9739 | 21" @ 1.35\% |  |


| LEGACY PARK APARTMENTS - EAST (LOT 5) |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Catch Basin | Area (SF) | Rooftop (SF) | Pavement (SF) | Green Space (SF) | Flow (GPM) | Combined Flow (GPM) | Capacity (GPM) | Pipe Size @ Slope |
| E1 | 29199 | 0 | 13952 | 15247 | 576 | 576 | 817 | 10" @ 0.5\% |
| E2 | 20149 | 4360 | 8977 | 6813 | 509 | 1085 | 1334 | 12" @ 0.5\% |
| E3 | 10930 | 4360 | 570 | 6000 | 243 | 243 | 995 | 8" @ 2.41\% |
| E4 | 20041 | 4360 | 9132 | 6549 | 512 | 1840 | 2544 | 12" @ 1.82\% |



STANDARD PÄRKING LOT PAVEMENT DETAIL
$\Gamma^{\text {FINSH Contour refution }}$




H.C. PARKING SIGN 2" GALVANIZED ROUND STOCK POLE MOUNTED


TYPICAL CONNECTION SEWER \& WATER


SANITARY SEWER CLEANOUT


CATCH BASIN DETAIL








HYDRANT \& VALVE INSTALLATION DETAIL


SIDE VIEW FRONT VIEW Standard valve \& valve box setting


BEND BLOCKING FOR BENDS


TYPICAL TRENCH DETAIL






## Landscape notes:

All beds around buildings to
have weed barrier with $3 / 4$ " American
Heritiage landscape stone
All trees mulched with ground hardwood
Edge beds with black aluminum edging


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coc
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Plant Ist- BulidingS lot 5
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## MEMORANDUM

## Business Item D

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission review \& discussion 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.

Please see the below comments from Code Administrator Kussow:
After review of the attached 2-lot CSM dividing PIN 006-0114-03 (9365 Center Rd), I have the following comments:

1. The subject property is located in the Town's General Agriculture (A-2) District.
2. The northwest corner of the subject property is the shoreland area (i.e., within 300 ft . of unnamed intermittent stream to northwest) and the County's General Agriculture (A-2) District per the Winnebago County Shoreland Viewer and Zoning Viewer.
3. The existing use of the subject property is agricultural and residential.
4. The northwest corner of the subject property contains mapped floodplain (Zone A) per the Winnebago County Floodplain Viewer, as shown on the CSM.
5. There is a mapped "Undelineated Wetland $<2$ Ac." in the northeast corner of the subject property per the Winnebago County Hydrologic Viewer. This wetland is not identified on the proposed CSM, but identification of the wetland on the CSM is included as a suggested condition of approval below.
6. The subject property is not located in Outagamie County Airport Zoning, but is located in the $1,009 \mathrm{ft}$. Airport Height Limitation Zone.
7. The subject property is not located in a Sewer Service Area or Sanitary District.
8. The applicable minimum lot requirements for the A-2 District are as follows:
a. Minimum lot size: 5 acres
b. Minimum lot width: 200 ft .
c. Minimum road frontage: 200 ft .
d. Minimum side yard: 15 ft .
e. Minimum rear yard: 50 ft .

The proposed lots comply with all applicable requirements of the A-2 District.
It is my opinion that the CSM may be approved, subject to the following condition of approval:

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

## Suggested Motion:

Motion to recommend approval of the CSM dividing Tax ID \#006-0114-03 with all Staff recommendations \& conditions.

Respectfully Submitted, Kelsey

June 5, 2023

Town of Clayton
8348 CR-T
Larsen, WI 54947

## Re: 9365 Center Road - Certified Survey Map

Greetings:
Enclosed, please find the following materials for the Certified Survey Map submittal for the above referenced property:

1. Certified Survey Map (15 copies)
2. CSM Application
3. Review Fee $\$ 600$

Please process the enclosed submittal accordingly for review.
Upon your review, I would appreciate any feed back in regards to the satisfaction or further requirements needed in order to approve this CSM. I can be reached at (920) 560-6569 or scott@davel.pro.


Professional Land Surveyor

## Enclosures a/s

Cc: Donald Hennessey

# Town of Clayton <br> CERTIFIED SURVEY MAP REVIEW APPLICATION 

Mail: 8348 CTR "T" - Larsen, WI 54947<br>Phone - 920-836-2007 Fax -920-836-2026<br>Email - administrator@townofclayton.net Web Page - www.townofclayton.net

Property Owner (s): Donald \& Tara Hennessey
Address/Zip: 9365 Center Rd. Neenah, WI 54956
Phone: (920) 470-9691
Fax: $\qquad$ E-Mail: build@hennesseyhomesinc.com

Applicant: Navel Engineering \& Environmental Inc. c/o Scott Andersen
Check: Architect $\qquad$ Engineer $\qquad$ Surveyor $x$ Attorney $\qquad$ Agent $\qquad$ Owner $\qquad$
Address/City/Zip: 1164 Province Terrace Menasha, WI 54952
Phone: (920) 560-6569
Fax: $\qquad$ E-Mail: scott@davel.pro

Describe the reason for the Certified Survey Map: Split single parcel into 2

## Survey Specifics:

No. of Lots: _2 Total Acreage: 19.54 Tax Key No.: 006-0114-03
Legal Description: Lot 3 of Certified Survey Map No. 7847


Phone: (920) 560-6569 $\qquad$ Fax: $\qquad$ E-Mail: scott@davel.pro


For Town Use Only (See Fee Schedule)
 Review Fee: $\$ 350.00$ Map Deposit Fee*: 8250.00 Check \#: 15215 Date: $10 / 5123$
${ }^{*}$ Map Deposit fee is fully refundable if a recorded copy of the approved document is submitted to the Town within 90 days of the Town Board approval.

Received of: $\qquad$ Refund to: $\qquad$
Date Rec'd Complete: $\qquad$ By: $\qquad$
Review Meetings - Plan Comm $\qquad$ Town Board $\qquad$
C.S.M. is: Approved $\qquad$ Approved with Condition $\qquad$ Denied $\qquad$ Recorded Document Submittal Deadline (90 days from TB Approval): $\qquad$
Notes: 1. Please notify utility companies regarding your proposed development. 2. CSM approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. CSM \& Fee must be submitted 20 working days prior to meeting.

## Certified Survey Map No.

$\qquad$
Lot 3 of Certified Survey Map No. 7847, being located
in Part of the Southeast $1 / 4$ of the Southeast $1 / 4$
of Section 04, Township 20 North, Range 16 East,
Town of Clayton, Winnebago County, Wisconsin.

with notice that agricultural activities may exist on the adjacent properties.
Caveat: Building zones depicted are based on building setbacks in effect at the time of recording and should not be relied upon without first obtaining written verification thereof from the Winnebago County Planning Department and any other local agencies.
3) s. 236.20 (6) "Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1 , of the state constitution."


DAVEL ENGINEERING \& ENVIRONMENTAL, INC.
Civil Engineers and Land Surveyors
1164 Province Terrace, Menasha, WI 54952 Ph: 920-991-1866 Fax: 920-441-0804

## Certified Survey Map No.

Lot 3 of Certified Survey Map No. 7847, being located in Part of the Southeast $1 / 4$ of the Southeast $1 / 4$ of Section 04, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

## Surveyor's Certificate

I, Scott R. Andersen, Professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Clayton and Winnebago County, and under the direction of Donald M. \& Tara J. Hennessey, the property owners of said land, I have surveyed, divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is Lot 3 of Certified Survey Map No. 7847 (Doc. 1869944), being located in Part of the Southeast $1 / 4$ of the Southeast $1 / 4$ of Section 04, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin, containing 851,013 Square Feet (19.5366 Acres) of land and is subject to all easements, and restrictions of record.

## Owners' Certificate

As the property owners, we hereby certify that we caused the land described on this certified survey map to be surveyed, divided, and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

Winnebago County
Town of Clayton

Dated this $\qquad$ day of $\qquad$ 20 $\qquad$

Donald M. Hennessey, Owner
Tara J. Hennessey, Owner

| State of Wisconsin | ) SS |
| :---: | :---: |
|  | County) |

Personally came before me on the $\qquad$ day of $\qquad$ 20 $\qquad$ the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.
$\overline{\text { Notary Public, Wisconsin }}$ My Commission Expires ___

## Certified Survey Map No.

Lot 3 of Certified Survey Map No. 7847, being located in Part of the Southeast $1 / 4$ of the Southeast $1 / 4$ of Section 04, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

## Town Board Approval Certificate

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Donald M. \& Tara J. Hennessey, the property owners, is hereby approved by the Town Board of the Town of Clayton.

## Chairman

Date
I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the Town of Clayton.

Clerk
Date

Treasurers' Certificate
We, being the duly elected, qualified and acting Treasurers' of the Town of Clayton and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

## Town Treasurer

## Date

County Treasurer
Date

## Winnebago County Planning \& Zoning Certificate

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Donald M. \& Tara J. Hennessey, the property owners, is hereby approved by Winnebago County.

Chairman, Planning and Zoning Committee Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:
the property owners of record:
Donald M. \& Tara J. Hennessey

Recording Information:
Doc. 1871228

Parcel Number(s):
006-0114-03

## Hennessey CSM Aerial Map 1



7/6/2023, 12:56:16 PM
$\square$ Adjacent Counties
Lakes, Ponds and Rivers Navigable Waterways

- Navigable - Permanent (unchecked)Navigable - Permanent (checked)
--- Navigable - Intermittent (checked)
--- Navigable - Stream (checked)
--- Navigable - Intermittent (unchecked) $\qquad$ Tax Parcel Boundary

Winnebago County GIS, Imagery Date: April 2020 Road ROWMunicipal Boundary

## Hennessey CSM Aerial Map 2



Hennessey CSM Town Zoning Map


7/6/2023, 1:01:01 PM
District Code / Description
A-1-Agribusiness


A-2 - General Agriculture
$R-1$ - Rural Residential
R-2 - Suburban ResidentialR-4 - Multifamily Residential
R-8 - Manufactured Housing Community
$\square$ PDD - Planned Development

B-1 - Local Service Business
Winnebago County GIS, Imagery Date: April 2020

R-3 - Two-Family Residential
B-2 - Community Business
l
B-3-General Business


Hennessey CSM County Zoning Map


7/6/2023, 12:59:34 PM
District Code/Description
R-1 - Rural Residential
R-2 - Suburban Residential
R-3 - Two-Family Residential
4
0
0R-4 - Multi-Family ResidentialR-8 - Manufactured/Mobile Home Community


7/6/2023, 1:02:21 PM

Wetland Areas
Open Water Wetland Wetland Features

- Undelineated Wetland < 2 Ac.
- Dammed pond
- Excavated pond

$\triangle$ Surface Water Drainageway District
- Navigable - Permanent (unchecked)


7/6/2023, 12:58:04 PM

| Flood Determinations | Designation |  |
| :--- | :--- | :--- |
| Flood Determination Area | Floodway (Zone AE) |  |
| FEMA Flood Hazard Zones | 100-Year Floodplain (Zone AE) |  |
| FIRM Map Panel | Approximate 100-Year Floodplain (Zone A) |  |
| Tax Parcels | 500-Year Floodplain (Zone X) |  |
| FIRM Map Panel | $\square$ | Outside Floodplain (Zone X) |

${ }_{0}^{0.03}$

## MEMORANDUM

## Business Item E

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission review \& discussion on Resolution 2023-005 Recommending Approval of the Town of Clayton Comprehensive Plan 2040.

Commissioners were previously sent the Recommended Draft of the Comprehensive Plan 2040 for review. The team at Cedar Corp ensured the draft contained all discussed changes through the June 28, 2023, meeting.

## Suggested Motion:

Motion and ROLL CALL to approve Resolution 2023-005 Recommending Approval of the Town of Clayton Comprehensive Plan 2040 to the Town Board for adoption.

Respectfully Submitted, Kelsey

## TOWN OF CLAYTON PLAN COMMISSION RESOLUTION 2023-005 A RESOLUTION RECOMMENDING ADOPTION OF THE TOWN OF CLAYTON COMPREHENSIVE PLAN 2040

WHEREAS, the Town of Clayton has deemed it is in its best interest and that of its citizens to develop a Comprehensive Plan that would address the needs of the Town of Clayton, and;

WHEREAS, the Town of Clayton has requested the assistance of Cedar Corp in the development and finalization of the Comprehensive Plan for the Town of Clayton, and;

WHEREAS, the Town of Clayton adopted a Public Participation Plan to guide public input, and;
WHEREAS, the Comprehensive Plan was developed with input from the Town of Clayton Town Board, the Plan Commission, the Parks \& Trails Committee, interested residents and property owners of the Town of Clayton, and other interested municipalities, organizations, and agencies, and;

WHEREAS, copies of the Comprehensive Plan have been made available to the residents and property owners of the Town of Clayton at the Town Hall and Town website and;

WHEREAS, the Comprehensive Plan addresses and complies with the nine elements identified in Section 66.1001 of the State of Wisconsin's Comprehensive Planning Legislation, and;

WHEREAS, the Comprehensive Plan specifies goals and objectives, identifies where growth should occur, makes recommendations for future development in the Town of Clayton through the use of text, tables, and maps, and includes a mechanism for the review and update on the Plan on a regular basis, and;

NOW, THEREFORE BE IT RESOLVED by the Town of Clayton Plan Commission to recommend to the Town of Clayton Town Board the adoption of the Town of Clayton Comprehensive Plan 2040 by ordinance.

Vote: Yes: $\qquad$ No: $\qquad$ Absent: $\qquad$ Abstain: $\qquad$

Passed and adopted this $\qquad$ day of $\qquad$ , 2023.

Dick Knapinski, Plan Commission Chair

Attest:
Kelsey Faust-Kubale, Town Clerk


[^0]:    Notes: Please notify utility companies regarding your proposed development. CSM approval does not constitute approval of a building permit or any required approval of a highway connection permit. Preliminary Plat \& Fee must be submitted 10 working days prior to meeting. Submit 1 copy to City of Neenah (if in Extra Territorial Plat Review).

[^1]:    8348 Hickory Ave - Larsen, WI 54947
    Phone - 920-836-2007 | Fax - 920-836-2026
    Email - administrator@townofclayton.net | Web Page - www.claytonwi.govoffice3.com

[^2]:    Notes: 1. Please notify utility companies regarding your proposed development. 2. A Conditional Use approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. A Conditional Use Application \& Fee must be submitted 20 working days prior to meeting.
    Rev 03-2018

[^3]:    (2) SECOND FLOOR CODE DATA PLAN

[^4]:    Due to variation in computer monitors and printers, the color samples seen on your computer screen may not exactly match the

