



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF PLAN COMMISSION MEETING
MONDAY, FEBRUARY 21, 2011 AT 7:00 P.M.
BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915**

- 1) **CALL MEETING TO ORDER:** Meeting called to order by Wallenfang at 7:00 p.m.
- 2) **PLEDGE OF ALLEGIANCE:** Pledge recited.
- 3) **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Commissioners present – Wallenfang, Opsteen, McAndrews, O’Neill, Van Stippen, Lamers and Van Wychen. Also present was Administrator/Clerk Gorall and members of the public.
- 4) **PUBLIC FORUM**
Issues brought before the Commission for which no decision shall be made: Wallenfang called for comments. No comments.
- 5) **MINUTES TO APPROVE**
 - a) January 10, 2011 Plan Commission Minutes: Motion by Van Wychen/Lamers to approve minutes. Motion carried 7 to 0.
- 6) **APPLICATIONS**
 - a) Application for Minor Land Division (CSM): Applicant Dennis Elsen, Parcel number 030181400 (N514 Kingfisher Ct./W2809 Brookhaven Dr.) – For Approval/Denial: Wallenfang and Gorall provided a review of the application. The Commission reviewed and discussed the CSM. Motion by Opsteen/Van Wychen to approve the CSM application. Motion carried 7 to 0.
 - b) Application for Minor Land Division (CSM) - REVISED: Applicant Jeff Carlson, Parcel number 030012700 & Portions of 030012802, 030012704 and 030012600 (Gerrits/Eimmerman Drives) – For Approval/Denial: Applicant Jeff Carlson was present and reviewed the revised request. Gorall provided a review of the application noting changes from the CSM that was approved by the Commission at the January meeting. The Commission reviewed and discussed the CSM. Motion by Opsteen/McAndrews to approve the CSM application as revised. Motion carried 7 to 0.
- 7) **INTERMUNICIPAL AGREEMENT BETWEEN THE CITY OF KAUKAUNA & TOWN OF BUCHANAN (DeBruin Area Agreement)** – For Approval/Denial and Recommendation to Town Board: Gorall provided a final review of the agreement noting that the City of Kaukauna Plan Commission has already approved the agreement. The Commission reviewed and discussed the agreement. No changes to the agreement were recommended. Motion by Opsteen/Van Wychen to approve the agreement as presented and recommend adoption by the Town Board. Motion carried 7 to 0.
- 8) **CONTINUED REVIEW OF DRAFT SITE DESIGN AND CONSTRUCTION STANDARDS ORDINANCE** – For Discussion Only: Gorall presented several questions to the Commission to assist in completing the draft ordinance. The Commission reviewed and discussed final language including applicability, the site approval process, allowing exceptions or variances, penalties and violations and when the ordinance should be effective. Gorall will create a final draft ordinance for Commission consideration at a future meeting.
- 9) **REVIEW OF WISCONSIN WORKING LANDS INITIATIVE PUBLIC INFORMATIONAL MEETING HELD ON 1/26/11** – For Discussion Only: The Commission reviewed and discussed results from the public informational meeting. The Commission discussed future involvement of the Town in the initiative. The Commission agreed to continue to coordinate with the County on their Farmland Preservation Plan update and take no further action at this time.
- 10) **REVIEW OF ZONING FOR ACCESSORY PARKING AND STORAGE IN RESIDENTIAL DISTRICTS** – For Discussion Only: Gorall presented the current code language and issues the Town faces with enforcement and general understanding of the Code with residents. The Commission discussed issues and potential changes to the Code. The Commission agreed that a more defined code is needed and Gorall will research codes from other communities for presentation at a future meeting.

11) PROJECT UPDATES/CORRESPONDENCE

- a) Town of Harrison Correspondence Regarding Conditional Use Permit, Commercial Condominiums: Gorall updated the Commission on the correspondence and the location of the permit request.

12) FUTURE AGENDA ITEMS

Future meeting agenda/discussion items and possible action on future Plan Commission agenda, including specific items for inclusion on or exclusion from future agenda: Agenda items as necessary will be carried forward to a future meeting. The Commission discussed a possible jurisdictional transfer of Haas Road (CTH Z to CTH ZZ) as a future agenda item.

13) ADJOURN: Motion by Van Wychen/Lamers to adjourn at 8:00 p.m. Motion carried 7 to 0.

Angela Gorall, Administrator/Clerk
February 22, 2011

Motion to approve: Van Wychen/Lamers. Date: 3/14/2011.
Carried: 5 to 0.