



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF PLAN COMMISSION MEETING
MONDAY, JULY 12, 2010 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, Lamers, Van Wychen and Van Stippen. 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) June 14, 2010 Plan Commission Minutes: Motion by McAndrews/Van Wychen to approve minutes. Motion carried 7 to 0.
- 6) **APPLICATIONS**
 - a) Application for Minor Land Division, CSM; Applicant Earl & Elaine Blink; Parcel Numbers 030181190 & 030182500; Brookhaven Dr. - For Approval/Denial: Gorall provided a review of newly submitted information as requested by the Town in a June 15th letter to the applicant. The Commission reviewed new information noting that all Town requests have been completed. The Commission agreed that Town Engineer review of driveway access was not necessary. The Commission discussed the slope on lot 3 of the CSM. A representative from Carrow Land Surveying was present and provided a review of the lot and slope and noted that it is ideal for a walkout basement. Motion by McAndrews/O’Neill to approve the revised application. Motion carried 7 to 0.
 - b) Conditional Use Application; Applicant Robert Schuessler, N870 County Road GG; Parcel Number 030016001 – For Approval/Denial: Gorall noted that no action was necessary by the Town for the application. No action taken.
 - c) Site Plan Application, Core Commercial 4450 W. Greenville Dr., Appleton, WI 54913; Applicant Keller, Inc. PO Box 620, Kaukauna, WI 54130; Parcel Number 030170600; Van Roy Rd. just east of the Shopko Express, CSM 5536.- For Approval/Denial: The Commission reviewed the submitted site plan and Gorall provided a review of zoning compliance. Gorall noted that the Fire Chief will still need to review the project and erosion control/stormwater requires review. Motion by Opsteen/Van Wychen to approve the site plan pending review by the Town Fire Chief, Garners Creek Storm Water Utility and McMahan for stormwater/erosion control compliance. Motion carried 7 to 0.
- 7) **CUSTOM MUNICIPAL BANNERS REVIEW; FUNDING-MATERIALS** – For Discussion Only: The Commission reviewed a sample of material for street pole banners. Gorall provided a review of costs for banner purchases as currently included in the Town Capital Improvement Plan. The Commission was supportive of moving forward for Town Board approval for funding of the project.
- 8) **OFFICIAL MAP & COMPREHENSIVE PLAN REVIEW FOR COORDINATION WITH EISENHOWER/VAN ROY/CTH CE IMPROVEMENT PROJECT** – For Discussion Only: Gorall provided a review of the intersection improvement project and noted the need to possibly amend the official map and comprehensive plan. The Commission discussed and reviewed potential project impacts and changes to documents/maps as well as the locations of bike/ped traffic that would be using facilities. The Commission agreed to try to accommodate for pedestrians/bicycles as much as possible within each roundabout as well as directing accommodations towards eastbound Van Roy Road or using Theater Way (2nd option). Access within the Van Roy roundabout should be tried for as much as practical. An underpass for pedestrians on the west side of the roundabouts under CTH CE is also supported and grant funding could be reviewed. Gorall will follow up with the Engineer on the project on accommodations and will bring back to the Commission as necessary.

9) PROJECT UPDATES

- a) Municipal Code Project: Gorall provided an update on the project noting that final approval of the code is planned for at the August Town Board meeting. The Commission agreed to the addition of a sentence to the code regarding the Treasurer which is currently not provided.
- b) City of Kaukauna and Town of Buchanan, Debruin Area Intermunicipal Agreement: Gorall provided an update on the status of the agreement noting that the Garners Creek Storm Water Utility still needs to complete a review and the Town Board will be completing its first review at their next meeting.

10) 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 the next meeting. Gorall noted that the Town had received a letter requesting improved regulation/enforcement of trailer, boat, etc. parking. The Commission agreed to take no further action at this time. No new agenda items were added.

11) ADJOURN: Motion by Van Wychen/Lamers to adjourn at 8:11 p.m. Motion carried 7 to 0.

Angela Gorall, Administrator/Clerk
July 13, 2010

Motion to approve: Opsteen/Van Wychen. Date: 8/9/2010.
Carried: 6 to 0.