



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF PLAN COMMISSION MEETING
MONDAY, AUGUST 8, 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, McAndrews, O'Neill, Van Wychen, Opsteen, Van Stippen and Lamers. 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) July 11, 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 Thomas Schmidt, Countryside Golf Club; Parcel Numbers 030025303 & 030025301 – For Approval/Denial: Land surveyor Gary Zahringer of Martenson & Eisele was present and provided a review of the application. Gorall noted that the application is not a conservation CSM. The Commission reviewed and discussed the application. Motion by Van Stippen/McAndrews to approve the application as presented. Motion carried 7 to 0.
 - b) Application for Minor Land Division (CSM): Applicant Thomas Schmidt, Countryside Golf Club; Parcel Number 030017000 – For Approval/Denial: Gary Zahringer provided a review of the application. Gorall provided an overview of the application noting that it is a conservation CSM and concerns with the map as presented. The Commission reviewed and discussed the application includes notes on the CSM, zoning, access to a public road, regulations on combining parcels and conveyance of the new parcel with the golf course in the future. Motion by Opsteen/Van Wychen to approve the application with the requirement that lot 2 be connected to the parcel to the south and that note number two and note number four be deleted from the face of the CSM. Motion carried 7 to 0.
 - c) Application for Site Plan: Applicant Joe Kocourek, J.K. Auto Service, N214 Stoney Brook Rd.; Parcel Number 030213101 – For Approval/Denial: Gorall provided a review of the application noting that the applicant was unable to attend the meeting. Gorall noted a review of stormwater regulations with the Town engineer. The Commission reviewed and discussed the expansion and application. Motion by Opsteen/Lamers to approve the site plan application. Motion carried 7 to 0. A drainage plan, erosion control plan, shoreland zoning or other required stormwater information shall be submitted with a building permit application.
- 7) **PUBLIC HEARINGS**
 - a) Ordinance 2011-04, Repealing and Recreating Section 525-34(F)(1) of the Code of the Town of Buchanan, Accessory Parking and Storage in Residential Districts: Wallenfang opened the public hearing at 7:29 p.m. Wallenfang called for comments. Resident from Brookhaven Drive questioned how existing units he has will be affected by the new ordinance. The Commission provided a review of his situation and applicability to the ordinance. Another resident, Brookhaven Drive, spoke in concern to the dates provided in the new proposed ordinance and ability of residents to provide proper storage. No further comments were received. Motion by Opsteen/Lamers to close the public hearing. Motion carried 7 to 0.
- 8) **ORDINANCE 2011-04, REPEALING AND RECREATING SECTION 525-34(F)(1) OF THE CODE OF THE TOWN OF BUCHANAN, ACCESSORY PARKING AND STORAGE IN RESIDENTIAL DISTRICTS** – For Approval/Denial: McAndrews spoke against the ordinance and noted issues with the use of a small utility trailer and storage by residents. The Commission reviewed and discussed the ordinance, impact to residents and planned enforcement. Motion by Lamers/Van Stippen to table the ordinance until the next Plan Commission meeting for further discussion. Motion carried 7 to 0.

9) REVIEW OF EXAMPLE ACCESSORY USES & STRUCTURES REGULATIONS – For Discussion Only: Gorall provided a review of regulations from other municipalities. The Commission discussed possible changes and the need for more detail for enforcement purposes. The Commission agreed to have Gorall draft a new ordinance using the Town's existing code and language from examples gathered. Gorall will also provide example building permits that the Town has approved for sheds and garages to assist in drafting language on size limitations.

10) PROJECT UPDATES/CORRESPONDENCE

- a) Update on Intermunicipal Agreement Discussions with City of Kaukauna: Gorall noted that the Town Ad-Hoc Committee members met prior to the Commission meeting to discuss an agreement. Gorall is in the process of scheduling a meeting with City staff to review draft language and next steps.
- b) Annexation/Incorporation Updates: Gorall noted that annexations are proceeding in the Newberry area and Peters Road area as presented last month. Gorall also updated the Commission on incorporation efforts by the Town of Harrison.

11) 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. No new agenda items were added.

12) ADJOURN: Motion by Van Wychen/Lamers to adjourn at 8:09 p.m. Motion carried 7 to 0.

Angela Gorall, Administrator/Clerk
August 9, 2011

Motion to approve: Van Wychen/Opsteen. Date: 9/12/2011.
Carried: 6 to 0.