



"In the Spirit of Town Government"

**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI
MINUTES OF PLAN COMMISSION MEETING
MONDAY, FEBRUARY 8, 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, Van Wychen, McAndrews, Van Stippen, O’Neill and Walsh. 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 11, 2010 Plan Commission Minutes: Motion by Walsh/Van Wychen to approve minutes with edit showing Wallenfang as excused for the previous meeting and not absent. Motion carried 7 to 0.
- 6) **SOLID FUEL FIRED OUTDOOR HEATING DEVICES, REVIEW OF CURRENT ORDINANCE AND ENFORCEMENT** – For Discussion Only: Gorall provided a review of the current ordinance and possible recommendations for amendments. The Commission reviewed and discussed options for allowing the use of an existing device and possible changes to the existing ordinance. Walsh noted preference not to change the ordinance and possible risks to the Town. The Commission further discussed effects of an ordinance change on future permitting. John Ruys and John Derks were present and spoke regarding the existing device. Motion by McAndrews/Van Wychen to draft an amended ordinance allowing for special exceptions and requiring inspection of devices. Motion carried 7 to 0. The Commission also requested the review of the building inspector’s experience on inspecting devices. Gorall will amend the ordinance and present at the next meeting. McAndrews agreed to keep Ruys updated on upcoming meetings.
- 7) **PUBLIC HEARING**
 - a) Updated Sign Ordinance, Chapter 525 Article VII: Wallenfang opened the public hearing. Wallenfang called for comments in favor and against the ordinance. No comments and no members of the public were present. Motion by Opsteen/O’Neill to close the public hearing. Motion carried 7 to 0.
- 8) **UPDATED SIGN ORDINANCE, CHAPTER 525 ARTICLE VII** – For Approval/Denial and Recommendation for Inclusion in New Municipal Code: Gorall noted a few final edits to the ordinance regarding the definitions and special exceptions. The Commission completed a final review of the ordinance including specific review on political signs and non-conformity of signs. Motion by Van Stippen/Opsteen to recommend adoption of the ordinance by the Town Board with changes noted. Motion carried 7 to 0.
- 9) **APPLICATIONS**
 - a) Application for Minor Land Division, CSM; Applicant William N. Lamers, Parcel number 030012900, Generally located at the northwest end of Clune Road – For Approval/Denial: Gorall and Schmalz provided a review of the application noting a 33 foot dedication to the public for Clune Road. The Commission reviewed and discussed the application including consistency with the Town Comprehensive Plan. Motion by Walsh/Van Wychen to approve the application. Motion carried 7 to 0.
- 10) **TOWN COMPREHENSIVE PLAN IMPLEMENTATION REVIEW** – For Discussion Only: Gorall provided a review of the list of implementation items particularly items the Commission has not worked on to date. The Commission reviewed and discussed the list particularly development of a pedestrian plan and complete streets planning. The Commission agreed to add pedestrian planning and economic development planning to the Commission’s work plan. Commission will review the list again next month.

11) PROJECT UPDATES

- a) City of Kaukauna/Town of Buchanan Boundary/Service Agreement Ad-Hoc Committee: Gorall provided a review of a recent meeting held with the City noting progress made to date and development of a draft agreement.
- b) Codification Project Approval Process: Gorall provided a review of the proposed approval process noting that the next step is to get a complete zoning code from General Code for approval. The Town will then move forward on approval of the Municipal Code.
- c) CTH CE/Eisenhower/Van Roy Road Intersections Study: Gorall provided a review of a recent public informational meeting noting that the Town is waiting to receive additional public comments on the study.
- d) Groundwater Monitoring-Testing Project: Gorall provided a review of a recent e-mail from Jim Resick of the UW-Extension Office detailing the timeline of the project. A notice to residents is being planned for inclusion in the Town's next newsletter. McAndrews requested further information on costs which Gorall will investigate.

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 noted will be carried forward to the next meeting. Walsh requested a discussion on site plan/design review standards and approval process and use of the Town engineer in the process.

13) ADJOURN: Motion by Van Wychen/Walsh to adjourn at 7:57 p.m. Motion carried 7 to 0.

Angela Gorall, Administrator/Clerk
February 9, 2010

Motion to approve: Opsteen/Walsh. Date: 3/8/2010.
Carried: 6 to 0.