



*"In the Spirit of Town Government"*

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**TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI  
MINUTES OF PLAN COMMISSION MEETING  
MONDAY, JULY 11, 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, Van Wychen, Opsteen, Van Stippen and Lamers. O'Neill was excused. 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 13, 2011 Plan Commission Minutes: Motion by McAndrews/Lamers to approve minutes. Motion carried 6 to 0.
- 6) **APPLICATIONS**
  - a) Application for Minor Land Division (CSM): Applicant Thomas Yingling, Parcel Numbers 030050606 and 030050607 (SE corner of Creekview Ln. and Eisenhower Dr.) – For Approval/Denial: Applicant Yingling was present and described the request. Wallenfang provided a review of the application. The Commission reviewed and discussed the CSM. Motion by Opsteen/Van Wychen to approve the application as presented. Motion carried 6 to 0.
- 7) **REVIEW OF EXISTING REGULATIONS FOR ACCESSORY STRUCTURES (Sheds/Garages)** – For Discussion Only: Gorall provided a review of existing regulations and issues with permitting and enforcement. The Commission discussed options for improving the regulations. The Commission agreed to have Gorall research codes from other communities and present at a future meeting.
- 8) **REVIEW OF UPDATED TOWN FEES & LICENSES SCHEDULE** – For Discussion Only: Gorall presented the updated schedule and reviewed recommended changes. The Commission reviewed and discussed the updated schedule and agreed with recommended changes. The Commission agreed to have Gorall bring forward to the Town Board for approval.
- 9) **PROJECT UPDATES/CORRESPONDENCE**
  - a) Update on Potential Jurisdictional Transfer of Haas Road (CTH Z – CTH ZZ): Gorall noted that the County is reviewing the Town's request, but no formal response has been received to date.
  - b) Update on Intermunicipal Agreement Discussions with City of Kaukauna: Gorall updated the Commission on a recent meeting and progress on developing an agreement.Gorall also updated the Commission on two recent annexation requests, one from the City of Kaukauna and one from the City of Appleton.
- 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 a future meeting. No new agenda items were added.
- 11) **ADJOURN:** Motion by Lamers/Van Wychen to adjourn at 7:38 p.m. Motion carried 6 to 0.

Angela Gorall, Administrator/Clerk  
July 12, 2011

Motion to approve: Van Wychen/Lamers. Date: 8/8/2011.  
Carried: 7 to 0.