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| Town Logo Final | “In the Spirit of Town Government” **TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WI**  **MINUTES OF PLAN COMMISSION MEETING**  **SEPTEMBER 13, 2021 AT 7:00 P.M.**  **BUCHANAN TOWN HALL, N178 COUNTY RD N, APPLETON, WI 54915** |

1. **CALL MEETING TO ORDER:** Erdmann called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
3. **ROLL CALL & VERIFY PUBLIC NOTICE:** Public notice verified. Commissioners present – Erdmann, Kavanaugh, Schultz, Coenen, Jensema, and Sprangers. Also present was Administrator Mahoney and Clerk/Treasurer Sieracki. Members of the public were also in attendance. Lamers was excused.
4. **PUBLIC FORUM:**

* Dan VanHandel, PO Box 353, Suring stated that he is representing his mother who owns the property to the north of the development. He stated that CSM 1370 doesn’t appear to be getting developed and this would cause access issues to the lot on DeBruin Rd. He stated that lot 1 should be preplanned to show access.
* Tyler DeBruin, 4980 N Silkwood Ct, Appleton stated that he is representing the Wolfinger family trust and the CSM that is in question is not owned by the family and is not part of this development.

1. **MINUTES TO APPROVE:**
   1. August 9, 2021 Plan Commission Minutes

*Motion by Coenen/Kavanaugh to approve the Minutes of the August 9, 2021 Plan Commission meeting as presented.* *Motion passed 6 to 0 by voice vote.*

1. **PUBLIC HEARINGS: NONE**
2. **APPLICATIONS FOR APPROVAL/DENIAL:** 
   1. Application for Concept Plat (Wolfinger Plat): Applicant: Mach IV Engineering & Surveying Inc on behalf of TYCORE BUILT LLC. Existing Parcel Numbers 030 068200, 030 069400 and 030 062200.

Administrator Mahoney stated that the Plan Commission is being presented with a Conventional Design Concept Plat for the Wolfinger property for a subdivision of approximately 204 single family residential lots. Per the 2040 Comprehensive Plan this is an acceptable use for this property.

Wade Micoley presented the Concept Plat to the Plan Commission; Joel Ehrfurth from Mach-IV added additional comments to the presentation.

The development will have a mix of lot sizes and the houses will be affordable quality homes. Housing is currently in high demand. It was estimated that Phase 1 will take 12 to 18 months to complete. The roads would be done to Town standards. Cluster mailboxes were discussed and home samples were reviewed.

The Plan Commission discussed having a green space with walking trails.

Administrator Mahoney stated that a Planned Unit Development (PUD) is recommended to encourage quality and desirable development by allowing for greater flexibility and design freedom than permitted under basic district regulations.

The Plan Commission would like to move forward.

1. **UNFINISHED BUSINESS: NONE**
2. **NEW BUSINESS:** 
   1. Presentation on Zoning Ordinance Update from Eric Fowle with Cedar Corporation – For Discussion and Possible Action.

Administrator Mahoney mentioned that the Town’s current Planning and Zoning consultants with Cedar Corporation, Eric Fowle, will present the process to identify goals and focus areas for review and updates for the Town’s Zoning Ordinance.

This item is brought to the Plan Commission to discuss the process and its degree of involvement in the Zoning Ordinance review and update. In addition, this item is brought to the Plan Commission for discussion and consideration to recommend to the Town Board as a project to be included in the 2022 budget.

Eric Fowle’s presentation included what is zoning and the importance of a good ordinance. He reviewed some of the existing concerns along with the Federal, State, and Local influence on zoning. He reviewed different options for format and organization of the code, purpose statements, zoning districts, use classifications, development standards, administrative procedures, and non-conformities. Lastly, he discussed work effort. This involves the Cedar Team along with the Town Staff and Plan Commission. Public engagement was also discussed.

The Board discussed.

A comprehensive review of the Town Zoning Ordinance has not been completed in the last twenty years and Staff advises that a review and update are needed. The Town currently has a contract with Cedar Corporation for Planning and Zoning Services and the intent of that relationship is to identify planning zoning needs and address them.

*Motion by Kavanaugh/Schultz to approve recommending the Zoning Ordinance Update with Cedar Corporation to the Town Board at a cost not to exceed $20,000. Roll call vote taken: Coenen: Aye, Kavanaugh: Aye, Sprangers: Aye, Erdmann: Aye, Jensema: Aye, Schultz: Aye. Carried 6 to 0.*

* 1. Pursue New Boundary Agreement with City of Kaukauna – For Discussion and Possible Action.

Administrator Mahoney stated that the question before the Plan Commission is whether or not to pursue a boundary agreement with the City of Kaukauna. The boundary agreement that recently expired (on 12/31/20) was determined by an Ad-Hoc Committee wherein the Town and City each selected four committee members in 2009. At that time, the Town selected the following individuals for the previous Ad-Hoc Committee:

* Town Chairperson and Plan Commissioner
* Former Plan Commissioner Chairperson
* Plan Commissioner
* Town Administrator

If the Plan Commission agrees that discussions for a new boundary agreement with the City of Kaukauna are advised, Staff is seeking a recommendation to the Town Board. Further, the Plan Commission could also recommend the composition of the Ad-Hoc Committee members to the Town Board.

The Plan Commission discussed.

*Motion by Coenen/Jensema to approve recommending pursuing a new boundary agreement with the City of Kaukauna to the Town Board.**Motion passed 5 to 1 by voice vote with Sprangers dissenting.*

1. **PROJECT UPDATES/CORRESPONDENCE: NONE**
2. **COMPREHENSIVE PLAN 2040 UPDATE: NONE**
3. **FUTURE AGENDA ITEMS:**

Future meeting agenda/discussion items and possible action for future Plan Commission meetings includes ATV/UTV’s and farm animals (pigs).

1. **ADJOURN:** *Motion by Schultz/Kavanaugh to adjourn at 8:51 p.m. Motion carried 6 to 0 by voice vote.*

Other Future Meetings:

September 21, 2021 Town Board Meeting 7:00 p.m.

October 7, 2021 Stormwater Utility Meeting 7:00 p.m.

Cynthia Sieracki, Clerk

Drafted: September 15, 2021