

**VILLAGE OF CLAYTON PLAN COMMISSION MINUTES
SEPTEMBER 20, 2016**

The Village of Clayton Plan Commission met on September 20, 2016 at the Village Municipal Building. Chairperson Jenny Bergmann called the meeting to order at 5:30 PM. Members in attendance: Jenny Bergmann, Doug Anderson, Dennis Heiken, Sheldon Donath, and Jim Kuntz. June Hines was absent. Also present were Jim Alt – Zoning Administrator, James Price – Building Inspector, and village resident and property owner Rochele Scribner-Winger.

Motion by Kuntz to approve the agenda (with item #6 removed), second by Heiken. Voice vote: Ayes-5 Nays-0 Motion carried.

Discussion of properties and buildings which Leif Ringstad intends to purchase - with potential quitclaim deeds to the village, razing of buildings, site clean-up, and creation of a village park and parking space.

Motion by Donath to approve the minutes from the June 21, 2016 meeting, second by Heiken. Voice vote: Ayes-5 Nays-0 Motion carried.

Zoning Administrator Alt presented an informational handout and commented on a zoning permit application from Cainen & Rochele Winger. Motion by Kuntz to approve the Winger application, second by Anderson. Voice vote: Ayes-5 Nays-0 Motion carried.

Building Inspector Price commented that the building at 311 Prentice St. was now in compliance and he has determined that the Raze Order is no longer valid.

Discussion of procedures and fee schedules for Zoning Permits and Building Permits for the village – when fees are to be collected and what paper work is to be forwarded to Alt & Price. Discussion of the need for a follow-up letter to landlords regarding the village Rental Housing Ordinance and the compliance window from 2015 through 2017.

Motion to adjourn by Anderson at 6:45 PM, second by Kuntz. Voice vote: Ayes-5 Nays-0 Motion carried.

David Fall, Village Clerk