



# PLAN COMMISSION MEETING

Wednesday, May 14, 2025 – 6:30 PM

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**Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947**

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## MINUTES

**CALL TO ORDER** – Chair Knapinski called the meeting to order at 6:30 pm

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

### PRESENT

Chair Knapinski  
Commissioner Haskell  
Commissioner Nemecek  
Commissioner Haase  
Commissioner Hopkins  
Town Board Rep. Christianson

### EXCUSED

Commissioner Ketter

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski  
Code Administrator Kamke

### **PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS**

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

Jim Hanneman, 4939 Grandview Rd, Larsen WI, asked for details on what exactly was being built and where on the listed properties.

### **PUBLIC HEARING CLOSED AT 6:38 PM**

- B. Plan Commission Public Hearing on a Re-zoning Application submitted by Trident Holdings, LLC on behalf of the Town of Clayton requesting approval to re-zone approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

KC Maurer, 2530 W American Dr, Neenah, WI, asked if a footprint of the building is available.

### **PUBLIC HEARING CLOSED AT 6:40 PM**

**APPROVAL OF MINUTES**

- A. Approval of the Minutes of the Wednesday, April 9, 2025 Plan Commission Meeting

**MOTION**

**Motion made** by Town Board Rep. Christianson, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, April 9, 2025 Plan Commission Meeting as presented.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 6-0.**

**OPEN FORUM – Public comments addressed to the Plan Commission – NONE**

**CORRESPONDENCE**

- A. Distribution of the April 2025 Building Inspection Report

**DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)**

- A. Administrator's Report

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Larsen Winchester Sanitary District for a proposed utility installation, major accessory use located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to recommend approval of the Conditional Use Application submitted by Larsen Winchester Sanitary District with the following conditions:

1. Provide MSDS sheets on all chemicals stored on-premises to the Town for emergency response.
2. Stormwater pond must have a dry hydrant installed with pipe access on the north/west side of the building.
3. Driveway must be sufficient for emergency vehicle turnaround.
4. More information must be provided on the smoke detectors, whether they are local or relayed out.
5. A Knox Box is required for emergency access past the gate and to the building.
6. The applicant must provide designations for parking areas on-site, sufficient to accommodate all on-site employees. These areas shall not interfere with the emergency access turnaround & radius necessary for response vehicles.
7. Applicant must obtain and follow commercial building permit from DSPS.
8. Applicant must obtain and follow WPDES permit for stormwater management.
9. Applicant to consult with Winnebago County on if a hydraulic and hydrologic study is required and obtain necessary permits and approvals under the County Floodplain Zoning Code as needed.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 6-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Larsen Winchester Sanitary District for a proposed

mechanical wastewater treatment plant located at 4861 Grandview Rd, specifically described as Tax ID #006-0511-02 & Tax ID #006-0515-01.

**MOTION**

**Motion made** by Commissioner Nemecek, **Friendly Amendment** by Commissioner Haskell noting no building landscaping plan will be required, **Seconded** by Town Board Rep. Christianson to recommend approval of the Site Plan Review Application submitted by Larsen Winchester Sanitary District with the following conditions:

1. Provide MSDS sheets on all chemicals stored on-premises to the Town for emergency response.
2. Stormwater pond must have a dry hydrant installed with pipe access on the north/west side of the building.
3. Driveway must be sufficient for emergency vehicle turnaround.
4. More information must be provided on the smoke detectors, whether they are local or relayed out.
5. A Knox Box is required for emergency access past the gate and to the building.
6. The applicant must provide designations for parking areas on-site, sufficient to accommodate all on-site employees. These areas shall not interfere with the emergency access turnaround & radius necessary for response vehicles.
7. Applicant must obtain and follow commercial building permit from DSPS.
8. Applicant must obtain and follow WPDES permit for stormwater management.
9. Applicant to consult with Winnebago County on if a hydraulic and hydrologic study is required and obtain necessary permits and approvals under the County Floodplain Zoning Code as needed.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 6-0.**

- C. Review/Recommendation: Plan Commission review & consideration of Resolution 2025-001 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning Application submitted by Trident Holdings, LLC on behalf of the Town of Clayton requesting approval to re-zone approximately 8.17 acres of Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve Resolution 2025-001 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to B-2 (Community Business District).

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 6-0.**

- D. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed commercial business development building located on Tax ID #006-0340-03-01 (immediately West of 9023 Clayton Ave) from A-2 (General Agriculture District) to B-2 (Community Business District).

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to

recommend approval of the Site Plan Review Application submitted by Trident Holdings, LLC with the following conditions:

1. Existing screening of the parking area to be evaluated. If it is not sufficient, plantings or an earthen berm as provided in Attachment E shall be installed within six (6) months from Phase 1 building and parking lot completion, as measured by the date of occupancy permit being issued.
2. Lighting fixtures must be revised to meet the ordinance requirements on maximum light levels.
3. To meet vision triangle requirements, ensure the vegetation being planted within 45 ft of the driveway edge does not exceed 3 ft in height.
4. Signage sufficient to meet ordinance standards for accessible parking spots must be installed, identified by the international symbol of accessibility and mounted on a verticle pole at least 6 ft in height.
5. Site must connect to available sewer and water facilites.
6. Applicant proposed allowing for use of the existing neighboring stormwater pond if the Town determines it meets the required specifications.
7. Any existing trees that are felled are required to be replaced to maintain compliance with the proposed alternative landscaping plan.
8. The north and south building elevations must match with 50% of the proposed brick material.
9. The proposed metal paneling be allowed as an alternative acceptable building material.
10. As further phases are completed, the on-site parking of Phase 1 and all future phases must meet ordinance requirements.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 6-0.**

#### **UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - June 11; July 9; Aug 13
- B. Town Board (6:30 pm start unless otherwise noted) - May 21; June 4 & 18; July 2 & 16
- C. Board of Review - May 27 10 am

#### **ADJOURNMENT**

##### **MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:28 pm.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 6-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk