



PLAN COMMISSION

Wednesday, June 10, 2026 – 6:30 PM

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

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 Ketter
Commissioner Sleik
Town Board Rep. Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Code Administrator Kamke

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 13, 2026 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haase to approve the Minutes of the Wednesday, May 13, 2026, Plan Commission Meeting as presented.

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

Abstaining: Commissioner Ketter

Motion carried 6-0.

OPEN FORUM – Public comments addressed to the Plan Commission

CORRESPONDENCE

- A. Distribution of the May 2026 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Michael Roubal on behalf of Penny Brazee to reconfigure portions of Tax ID #006-0796-01 and Tax ID #006-0796-02 (7611 County Rd T).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Sleik to recommend approval of the CSM submitted by Michael Roubal on behalf of Penny Brazee with the following conditions:

1. Add relevant feature information to Sheet 3, including septic system tank and drainfield and the well location.
2. Add language in surveyor's certificate documenting total area contained by survey.
3. Remove language in surveyor's certificate not relevant to this survey.
4. Verify document number of Brazee Ridge Inc. recording information is accurate on bottom of Sheet 4 as it differs from the document number listed in the surveyor's certificate.
5. Update year field in the Town Board approval endorsement section on Sheet 5.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Ketter, Commissioner Sleik, Town Board Rep. Christianson

Motion carried 7-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC for a new office building located on Tax ID #006-0337-02 (2830 W American Dr).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Site Plan Review Application submitted by Mach IV Engineering & Surveying LLC on behalf of 924 Holdings LLC with the following conditions:

1. Applicant to change driveway access location a minimum of 13 feet to the east of the currently proposed location with the updated plan to be submitted to the Town for review and final approval.
2. Administrative review and verification of parking space minimums and landscaping standards will be required if access layout is changed.
3. Applicant to provide copies of issued permits from Winnebago County for Stormwater and Erosion Control.
4. Applicant to provide revised list of and install only Dark Sky compliant fixtures.
5. Provide SRI values for roofing materials showing compliance with minimum values required by building roof pitch (SRI 78 or higher).

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Ketter, Commissioner Sleik, Town Board Rep. Christianson

Motion carried 7-0.

- C. Review/Recommendation: Plan Commission review & recommendation on revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - July 8; Aug 12; Sept 9
B. Town Board (6:30 pm start unless otherwise noted) - Jun 17; July 1 & 15; Aug 5 & 19

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:33 pm.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Ketter, Commissioner Sleik, Town Board Rep. Christianson

Motion carried 7-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk