



# PLAN COMMISSION

Wednesday, October 11, 2023 – 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 6:31 pm

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

### PRESENT

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

### ABSENT

Commissioner Dorow

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski

## APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday September 13, 2023 Plan Commission Meeting
- B.

### MOTION

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Hopkins to approve the Minutes of the Wednesday, September 13, 2023 Plan Commission Meeting.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, 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 September 2023 Building Inspection Report

## BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by RJ Albright, Inc. on behalf of Nikodem Revocable Trust for a 4,200 sq ft addition to the existing principal building and parking/pavement additions on Tax ID #006-1777-01 (2770 Towne Ct).

### MOTION

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Site Plan Review Application submitted by RJ Albright on behalf of Nikodem Revocable Trust with the following Staff Recommendations and Conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. The minimum planting size of landscaping materials at the time of planting/establishment shall be in compliance with Attachment E, Landscape Design Standards.
3. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
4. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town of Clayton zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

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

**Motion carried 6-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Concept Plan Review Application submitted by Steve Bieda of Vierbicher for a proposed mixed-use residential and commercial development; Tax ID #s 006-0352-01 (Fairview Rd), 006-0355, & 006-0354 (State Rd 76).

#### **DISCUSSION ITEM ONLY - NO ACTION TAKEN**

#### **UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Nov 8; Dec 13
- B. Annual Electors Meeting - Nov 15 starting at 6 pm
- C. Clayton Sanitary District #1 Commission Meeting - Nov 15 **immediately following the Annual Electors Meeting**
- D. Town Board (6:30 pm start unless otherwise noted) - Oct 18; Nov 1 & 15 (**following Clayton Sanitary District #1 Commission Meeting**); Dec 6 & 20

#### **ADJOURNMENT**

##### **MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:25 pm.

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

**Motion carried 6-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk