



PLAN COMMISSION AMENDED

Wednesday, October 08, 2025 – 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 Hopkins
Town Board Rep. Christianson

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 an amendment to the Future Land Use Map of the Town of Clayton Comprehensive Plan 2040 submitted by Vierbicher on behalf of the Town of Clayton in the area immediately South of US Hwy 10 between Clayton Ave and Fairview Rd, being Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06.

PUBLIC HEARING CLOSED AT 6:34 PM

- B. Plan Commission Public Hearing on a Re-zoning Application submitted by Vierbicher on behalf of the Town of Clayton to re-zone Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06 (immediately South of US Hwy 10 between Clayton Ave and Fairview Rd).

PUBLIC HEARING CLOSED AT 6:35 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, September 10, 2025 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to approve the Minutes of the Wednesday, September 10, 2025, Plan Commission Meeting as presented.

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

Abstaining: Commissioner Ketter

Motion carried 6-0, 1 abstention.

OPEN FORUM – Public comments addressed to the Plan Commission

John Borchert, 8761 State Rd 76. spoke regarding concerns with future development and the potential water drainage implications to neighboring property along State Rd 76.

Kathy Houle, 9619 Oakwood Ave, spoke regarding flooding & water issues along Winnegamie Dr and Oakwood Ave.

Ted Hughes, N177 Horizon Dr, spoke regarding flooding & water issues along Winnegamie Dr and Oakwood Ave.

Mark Lesperance, 3373 Winnegamie Dr, spoke regarding flooding & water issues along Winnegamie Dr and Oakwood Ave.

CORRESPONDENCE

- A. Distribution of the September 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on an amendment to the Future Land Use Map of the Town of Clayton Comprehensive Plan 2040 submitted by Vierbicher on behalf of the Town of Clayton in the area immediately South of US Hwy 10 between Clayton Ave and Fairview Rd, being Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to recommend denial of the amendment to the Future Land Use Map of the Town of Clayton Comprehensive Plan 2040 submitted by Vierbicher.

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

Motion carried 7-0.

- B. Review/Recommendation: Plan Commission review & recommendation on Resolution 2025-002 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning Application submitted by Vierbicher on behalf

of the Town of Clayton to re-zone Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06 (immediately South of US Hwy 10 between Clayton Ave and Fairview Rd) from A-2 (General Agriculture District); I-1 (Light Industrial District); and B-3 (General Business District) to R-2 (Suburban Residential District), and R-4 (Multi-family Residential District).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend denial of the Re-zoning Application submitted by Vierbicher.

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

Motion carried 7-0.

- C. Review/Recommendation: Plan Commission review & recommendation on a Preliminary Plat Review Application submitted by Vierbicher for the division of Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06 into 46 lots and 2 outlots intended for a combination of single-family residential & multi-family residential use.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend denial of the Preliminary Plat Review Application submitted by Vierbicher.

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

Motion carried 7-0.

- D. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Excel Engineering Inc on behalf of Spark Development, LLC for a proposed multi-family residential development located on Tax ID #006-0328-02-02 (Eagle Heights Dr).

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to recommend approval of the Site Plan Review Application submitted by Excel Engineering with the following conditions:

1. A site plan agreement shall be entered into between the landowner and the Town, per 9.07-182.
2. Stormwater and erosion control plans must meet the requirements set forth by Winnebago County and the State of Wisconsin, as applicable.
3. The project must connect to the available utilities, including sewer and water lines.
4. Convert some of the standard spaces to accessible space size to meet the minimum of 6 accessible spaces required.

5. Solar Reflective Index (SRI) values for roofing materials must be submitted prior to building permit issuance. SRI values must be at least 21 or higher.

6. Landscaping must be installed within six (6) months of the building occupancy.

7. Lighting plan meeting Dark Sky Certification standards must be submitted and reviewed for compliance before building permit issuance.

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

Motion carried 7-0.

- E. Review/Recommendation: Plan Commission review & recommendation on a Concept Plan Review Application submitted by Vierbicher on behalf of Vander Heiden Family Limited Partnership for a proposed mixed-use development.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to continue pursuing discussions on the concept plan submitted by Vierbicher and encourage the developer to bring back revisions for review at a future Plan Commission meeting.

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

Motion carried 7-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Nov 12; Dec 10; Jan 14
- B. Town Board (6:30 pm start unless otherwise noted) - Oct 15; Nov 5 & 19; Dec 3 & 17
- C. Town Board Budget Meeting - Oct 21 beginning at 1 pm

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 8:26 pm.

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

Motion carried 7-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk