



# PLAN COMMISSION

Wednesday, April 10, 2024 – 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 Dorow  
Commissioner Hopkins  
Town Board Rep. Christianson

### EXCUSED

Commissioner Ketter

### STAFF

Administrator Wisnepske  
Clerk Faust-Kubale  
Code Administrator Kussow  
Planner Jaworski

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, March 13, 2024 Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, March 13, 2024 Plan Commission Meeting as presented.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, 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 February 2024 Building Inspection Report

### BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed CSM

dividing/reconfiguring Tax ID #006-0035, Tax ID #006-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the CSM Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust with the following conditions:

1. The subdivider shall provide the Town with a copy of the Winnebago County Erosion Control Permit and approved plans prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction of the road extension of Memory Lane.
2. Memory Lane Extension Improvement Plans (i.e., road construction plans) shall be reviewed for compliance with the Town Minimum Road Design Standards and approved by the Town Engineer prior to:
  - Executing the required Public Improvement Agreement;
  - Official approval/release of the CSM (i.e., Town approval signature on the CSM); and
  - Commencing construction of the road extension of Memory Lane
3. The subdivider shall execute a Public Improvement Agreement with the Town and provide the requisite financial security, as approved by the Town Board and in accordance with the Town Subdivision Ordinance, prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction on the road extension of Memory Lane.
4. Addition of the "Right to Farm" language on the face of the CSM.

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

**Motion carried 6-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to postpone the Conditional Use Application submitted by Kunes Appleton Properties LLC until no later than August 31, 2024 to resolve the following outstanding items:

1. Proposed new driveway in eastern portion of property exceeds the 36 ft. maximum width requirement at the juncture with the street pavement.
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
3. Applicant did not provide DNR approval for wetland disturbance/filling.
4. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
5. Applicant may be required to revise the submitted landscaping plan to allow for additional landscaping points.
6. Exploration of an alternate location for the location of the garbage/recycling/waste receptacles.

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

**Motion carried 6-0.**

- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to postpone the Site Plan Application submitted by Kunes Appleton Properties LLC until no later than August 31, 2024 to resolve the following outstanding items:

1. Proposed new driveway in eastern portion of property exceeds the 36 ft. maximum width requirement at the juncture with the street pavement.
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
3. Applicant did not provide DNR approval for wetland disturbance/filling.
4. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
5. Applicant may be required to revise the submitted landscaping plan to allow for additional landscaping points.
6. Exploration of an alternate location for the location of the garbage/recycling/waste receptacles.

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

**Motion carried 6-0.**

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 17; May 1 & 15; June 5 & 19  
**The April 17th meeting will begin immediately following the Annual Reorganizational Meeting**
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 8; June 12; July 10
- C. Annual Town Meeting - April 16 at 6:30 pm
- D. Annual Reorganizational Meeting - April 17 at 6:00 pm
- E. Open Book - May 8 from 12 pm - 2 pm
- F. Board of Review - May 28 starting at 10 am

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:21 pm.

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

**Motion carried 6-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk