



PLAN COMMISSION

Wednesday, November 08, 2023 – 6:30 PM

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

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday October 11, 2023 Plan Commission Meeting

OPEN FORUM – Public comments addressed to the Plan Commission

Individuals properly signed in may speak directly to the Plan Commission on non-repetitive Planning and Zoning matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Commission. Comments must be orderly, and will be limited to a maximum of **2 minutes** per person. ***Public comment is not permitted outside of this public comment period. Note:*** The Commission's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

CORRESPONDENCE

- A. Distribution of the October 2023 Building Inspection Report

BUSINESS

- A. Review/Discussion: Plan Commission review & discussion on setting 2024 Commission goals and priority projects.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Dec 13; Jan 10; Feb 14
- 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) - Nov 15 (**following Clayton Sanitary District #1 Commission Meeting**); Dec 6 & 20; Jan 3 & 17

ADJOURNMENT

Respectfully submitted,

Dick Knapinski
Plan Commission Chair

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Plan Commission in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Plan Commission action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.

This agenda has been posted at the following locations in the Town of Clayton:

1. The Town Hall Posting Board – 8348 Hickory Ave, Larsen, WI 54947
2. The Town’s Web Page: --



PLAN COMMISSION

Wednesday, October 11, 2023 – 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 6:31 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

INTERMUNICIPAL REPORT OCTOBER 2023 PERMITTING

YEAR TO DATE SUMMARY

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	YEAR TO DATE TOTAL
TOWN OF CLAYTON PERMITS:													
10/9/2023	202-23-10E	KEN CHRISTIAN	4711 N LOOP	NSFD ELECT	QUANTUM ELECT	\$ 10,000.00	\$ 249.90	\$ 199.92	Town of Clayton	\$ 1,597,570.00	\$ 4,463.82	\$ 3,571.06	\$ 72,127.50
10/9/2023	203-23-10P	MIKE ATKINS	3005 OAKRIDGE	BATH REMOD	HANSEN PLUMB	\$ 4,450.00	\$ 81.60	\$ 65.28	Town of Vinland	\$ -	\$ -	\$ -	\$ 1,893.02
10/9/2023	204-23-10E	JOE PITSCHE	3620 PARK	SERVICE UPGRADE	DIERSEN ELECT	\$ 2,000.00	\$ 75.00	\$ 60.00	Town of Winneconne	\$ 3,264,740.00	\$ 3,860.62	\$ 2,272.50	\$ 17,508.94
10/9/2023	205-23-10E	KEVIN BEAUCHAMP	3001 WINDFIELD	GENERATOR INSTALL	VOE POWER	\$ 10,000.00	\$ 75.00	\$ 60.00	Town of Winchester	\$ 26,020.00	\$ 423.04	\$ 338.43	\$ 4,108.59
10/9/2023	206-23-10H	DANIEL ESENTER	7674 CENTER	FURNACE-A/C REPLACEMENT	BLACK-HAWK	\$ 11,000.00	\$ 150.00	\$ 120.00	Town of Dale	\$ 39,870.00	\$ 408.07	\$ 326.46	\$ 8,517.13
10/9/2023	207-23-10E	LAUREN ZOLP	3207 WINNEGAMIE	SERVICE UPGRADE	BLACK-HAWK	\$ 3,000.00	\$ 75.00	\$ 60.00					
10/9/2023	208-23-10B	ROBIN BRANDENBERG	7393 CARDEN	REROOF	SECURITY ROOFING	22,655.00	\$ 75.00	\$ 60.00	Total	\$ 4,928,200.00	\$ 9,155.55	\$ 6,508.44	\$ 104,155.17
10/16/2023	209-23-10B	JOEL TESKY	2850 OAKRIDGE	NSFD	KUALITET HOMES	\$ 1,072,000.00	\$ 1,134.00	\$ 907.20					
10/17/2023	210-23-10B	RICH STAEHLER	2691 MEGAN WAY	REROOF	O'DANNY BOY BLDGS	\$ 39,000.00	\$ 75.00	\$ 60.00	Full Burden Wage	\$ 11,491.34			\$ 94,336.88
10/17/2023	211-23-10B	JOSHUA BELLING	3014 SHADY	GARDEN SHED	SELF	\$ 5,000.00	\$ 145.00	\$ 116.00					
10/18/2023	212-23-10B	ROBERT KETTER	2682 MEGAN WAY	REROOF	SECURITY ROOFING	\$ 38,833.00	\$ 75.00	\$ 60.00	Net Profit (Loss)	\$ (4,982.90)			\$ 9,818.29
10/24/2023	213-23-10B	MARTY NIKODEM	2770 TOWNE CT	COMMERCIAL ADDITION	R.J. ALBRIGHT INC	\$ 214,000.00	\$ 759.64	\$ 607.71					
10/24/2023	214-23-10B	LUKE BLECHL	7421 GREEN MEADOW	DETACHED GARAGE	AFFORABLE CONTRACTING	\$ 54,000.00	\$ 203.68	\$ 162.94					
10/31/2023	215-23-10B	HOLLY KUEHL	8542 WINNCREST	REROOF	SECURITY ROOFING	\$ 47,300.00	\$ 75.00	\$ 60.00					
10/31/2023	216-23-10B	DAN BRYGGER	2749 SHADY LN	REROOF	SECURITY ROOFING	\$ 29,332.00	\$ 75.00	\$ 60.00					
10/31/2023	217-23-10E	BRIAN GRIEP	3260 FONDOTTO	SERVICE UPGRADE	PRECISION ELECT	\$ 2,000.00	\$ 75.00	\$ 60.00					
10/31/2023	218-23-10P	POSITIVE VENTURES	2788 TOWN CT	COMMERCIAL REMOD PLUMB	TERN PLUMB	\$ 25,000.00	\$ 915.00	\$ 732.00					
10/31/2023	219-23-10H	RUSS BAUMANN	9651 CLAYTON	FURNACE REPLACEMENT	BLACK-HAWK	\$ 3,000.00	\$ 75.00	\$ 60.00					
10/31/2023	220-23-10H	GARY PUPP	3981 CTY II	FURNACE REPLACEMENT	BLACK-HAWK	\$ 5,000.00	\$ 75.00	\$ 60.00					
				TOTALS		\$ 1,597,570.00	\$ 4,463.82	\$ 3,571.06					
TOWN OF VINLAND PERMITS:													
				TOTALS		\$ -	\$ -	\$ -					
TOWN OF WINNECONNE PERMITS:													
10/3/2023	129-23-10B	TOM STARK	6473 PAULSON	NSFD	TIMBER INNOVATIONS	\$ 2,350,000.00	\$ 1,083.90	\$ 867.12					
10/3/2023		TOM STARK	6473 PAULSON	TOWN FEES			\$ 510.00						
10/3/2023	130-23-10P	STEVE ANDERSON	6870 CTY M	PLUMB REMOD	QUANDT PLUMB	\$ 500.00	\$ 56.82	\$ 45.46					
10/4/2023	131-23-10B	MIKE SHAW	5589 LASLEY SHORE	DETACHED GARAGE	CLEARY BLDGS	\$ 145,400.00	\$ 280.20	\$ 224.16					
10/4/2023	132-23-10B	STEVE ANDERSON	6870 CTY M	SIDING	SALZER SIDING	\$ 35,000.00	\$ 50.00	\$ 40.00					
10/11/2023	133-23-10E	RICH CHRISTL	5544 HWY 116	GENERATOR INSTALL	RADDANT ELECT	\$ 10,540.00	\$ 60.00	\$ 48.00					
10/11/2023	134-23-10B	HAROLD THORPE	5133 N HARBOUR	SIDING	SALZER SIDING	\$ 40,000.00	\$ 50.00	\$ 40.00					
10/11/2023	135-23-10E	SETH DIERSEN	6823 OLEN TR	GENERATOR INSTALL	DIERSEN ELECT	\$ 10,000.00	\$ 60.00	\$ 48.00					
10/11/2023	136-23-10B	JIM MESSERSCHMIDT	5982 INDIAN SHORES	REROOF	SCHUIZE EXTERIORS	\$ 9,500.00	\$ 50.00	\$ 40.00					
10/12/2023	137-23-10B	BRAD HIMSEL	5326 EVERBREEZE	NSFD	RICK GRAHL CONST	\$ 550,000.00	\$ 710.20	\$ 568.16					
10/12/2023		BRAD HIMSEL	5326 EVERBREEZE	TOWN FEES			\$ 510.00						
10/18/2023	138-23-10P	TOM STARK	6473 PAULSON	NSFD PLUMB	KEITH PETERSEN PLBG	\$ 66,000.00	\$ 257.70	\$ 206.16					
10/23/2023	139-23-10B	JEFF RING	5807 E ISLAND	BOAT HOUSE	SELF	\$ 20,000.00	\$ 61.80	\$ 49.44					
10/30/2023	140-23-10E	MARY BLAIR	6800 SUNSET TR	GENERATOR INSTALL	HOME BACKUP	\$ 12,800.00	\$ 60.00	\$ 48.00					
10/30/2023	141-23-10E	JAMES BOOKER	6729 OLEN TR	GENERATOR INSTALL	BLACK-HAAK	\$ 15,000.00	\$ 60.00	\$ 48.00					
				TOTALS		\$ 3,264,740.00	\$ 3,860.62	\$ 2,272.50					
TOWN OF WINCHESTER PERMITS:													
10/11/2023	31-23-10E	JONELLE MARTINEZ	5485 TRAILS END	ELECT REMOD	KUEHL ELECT	\$ 13,000.00	\$ 113.04	\$ 90.43					
10/11/2023	32-23-10E	HERBRT GRUBE	5026 GRANDVIEW	GENERATOR INSTALL	RADDANT ELECT	\$ 10,020.00	\$ 130.00	\$ 104.00					
10/11/2023	33-23-10E	PAUL MICHIELS	8512 OAK	ELECTRIC TO GARAGE/BARN	COMPTON ELECT	\$ 3,000.00	\$ 180.00	\$ 144.00					
				TOTALS		\$ 26,020.00	\$ 423.04	\$ 338.43					
TOWN OF DALE PERMITS:													
10/25/2023	69-23-10E	LARRY HANSEN	HUNTERS RD	SERVICE	CONRAD ELECT	\$ 1,000.00	\$ 65.00	\$ 52.00					
10/25/2023	70-23-10E	JUSTIN DOEHLING	N836 RABBIT	ELECT REMOD	SELF	\$ 10,000.00	\$ 73.07	\$ 58.46					
10/25/2023	71-23-10B	CARL MUCH	W10232 HWY 96	INSTALL EGRESS WINDOWS	B&B BASEMENT REPAIR	\$ 11,470.00	\$ 75.00	\$ 60.00					
10/25/2023	72-23-10E	NANCY NEUMAN	N106 MANU	SERVICE	ALANS ELECT	\$ 1,500.00	\$ 65.00	\$ 52.00					
10/31/2023	73-23-10E	TRANS CANADA	N926 MIDWAY	SERVICE	E-CON ELECT	\$ 10,900.00	\$ 65.00	\$ 52.00					
10/31/2023	74-23-10E	WE ENERGIES	N926 MIDWAY	SERVICE	E-CON ELECT	\$ 5,000.00	\$ 65.00	\$ 52.00					
				TOTALS		\$ 39,870.00	\$ 408.07	\$ 326.46					

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & discussion on setting 2024 Commission goals and priority projects.

Below is a non-exhaustive list that Staff has been compiling over the year as items to be brought before the Commission for consideration/amendment/etc. to begin discussion:

- New Official Map – to go along with adopted Comprehensive Plan
- Zoning Ordinance amendments
- Subdivision Ordinance amendments
- Second principal structure on one parcel – continue discussion
- Driveway & access requirements amendments
- Minimum road design standards policy/ordinance

DISCUSSION ITEM ONLY – NO ACTION NEEDED

Respectfully Submitted,
Kelsey