



PLAN COMMISSION

Wednesday, August 13, 2025 – 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, July 9, 2025 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 July 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a CSM Review Application submitted by Chris Perreault on behalf of John Kulogo to combine approximately 3.95 acres of Tax ID #006-0420-05 with Tax ID #006-0420-03 (3442 County Rd II), creating a lot approximately 5.2 acres in size.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Sept 10; Oct 8; Nov 12
- B. Town Board (6:30 pm start unless otherwise noted) - Aug 20; Sept 3 & 17; Oct 1 & 15

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, July 09, 2025 – 6:30 PM

Item A.

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
Code Administrator Kamke
Attorney LaFrombois

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Kendra Truckely for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.

NO COMMENTS RECEIVED - PUBLIC HEARING CLOSED AT 6:33 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 11, 2025 Plan Commission Meeting

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, June 11, 2025, Plan Commission Meeting as presented.

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

Motion carried 7-0.

OPEN FORUM – Public comments addressed to the Plan Commission

Andy Rossmeissl, 3333 S White Birch Ln, Appleton, requested that the Conditional Use Application submitted by his clients, Brittany & Chris Voigt, be adjourned for at least 30 days to provide any outstanding items and/or approvals for Town review.

CORRESPONDENCE

- A. Distribution of the June 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Kendra Truckely for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to recommend approval of the Conditional Use Application submitted by Kendra Truckely with the following conditions:

1. The number of chickens shall be limited to six (6) as this is the standard number allowed.
2. No roosters shall be allowed per the Town's Zoning Code Sec. 9.08-444 - Backyard Chickens.
3. Chickens shall not be kept on the property for commercial purposes.
4. The slaughter of chickens for commercial use on the premises is prohibited.
5. Chickens shall be provided with a covered enclosure and be required to be kept in the covered enclosure or a fenced enclosure at all times.
6. The chicken enclosure shall be located at least 25 feet from any residential structure on an adjacent lot.
7. The owner, operator, or tenant shall register the premises where chickens are kept with the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCAP) as required by state law and maintain such registration for so long as may be required.

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 a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend denial of the Conditional Use Application submitted by Brittany & Chris Voigt.

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

Voting Nay: Commissioner Ketter

Motion carried 6-1.

- C. Review/Discussion: Plan Commission review & discussion on proposed changes to Division 3 (Allowable Land Uses) of Article 8 of the Town of Clayton Zoning Code of Ordinances.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Aug 13; Sept 10; Oct 8
 B. Town Board (6:30 pm start unless otherwise noted) - July 16; Aug 6 & 20; Sept 3 & 17

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:59 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

INTERMUNICIPAL REPORT JULY 2025 PERMITTING

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
TOWN OF CLAYTON PERMITS:								
7/7/2025	219-25-7B	RORY GEROW	2964 LENNON	NSFD	VAN SISTINE HOMES	\$ 865,440.00	\$ 1,299.30	\$ 1,039.44
7/7/2025	220-25-7H	NICK BOPE	7359 DARROW	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$ 80.00
7/7/2025	221-25-7H	RYAN BRIES	2966 CTY II	A/C REPLACEMENT	BLACK-HAAK	\$ 14,000.00	\$ 100.00	\$ 80.00
7/7/2025	222-25-7H	JEFF GENTZ	3472 GRAND MEADOWS	2- A/C REPLACEMENTS	BLACK-HAAK	\$ 14,000.00	\$ 200.00	\$ 160.00
7/7/2025	223-25-7E	JOHN MCLAIN	3610 PARK	GENERATOR INSTALL	BLACK-HAAK	\$ 15,000.00	\$ 150.00	\$ 120.00
7/7/2025	224-25-7H	TONY GALLIGAN	8208 SAGE	REPLACE FURNACE & A/C	BLACK-HAAK	\$ 12,000.00	\$ 200.00	\$ 160.00
7/7/2025	225-25-7E	DEIRDRA FLOROS	7985 TRIBUTE	ELECT LINE FOR SAUNA	AMERICAN ELECT	\$ 1,500.00	\$ 100.00	\$ 80.00
7/7/2025	226-25-7B	DAN SCHIERL	7529 SUNBURST	SUN ROOM	NATURAL VISION SUNROOMS	\$ 57,500.00	\$ 308.00	\$ 246.40
7/8/2025	227-25-7B	JOHN KULOGO	3438 CTY II	SIDING	SELF	\$ 5,000.00	\$ 100.00	\$ 80.00
7/8/2025	228-25-7B	DAN CLONINGER	8076 GOLDEN PRIMROSE	REROOF	SECURITY LUEBKE ROOFING	\$ 3,900.00	\$ 100.00	\$ 80.00
7/10/2025	229-25-7B	RON HAWKNSON	8879 CLAYTON	ADDNTION	SELF	\$ 35,000.00	\$ 296.00	\$ 236.80
7/15/2025	230-25-7H	JOHN PENDERGAST	8294 QUAIL POINT	REPLACE A/C	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$ 80.00
7/15/2025	231-25-7B	JEFF HOGENSON	7945 ASHWOOD	BATH REMOD	SELF	\$ 97,842.00	\$ 229.70	\$ 183.76
7/16/2025	232-25-7B	ED SCUGLIK	9039 CENTER	DETACHED GARAGE	KUHLOW BLDGS	\$ 150,000.00	\$ 502.80	\$ 402.24
7/16/2025	233-25-7B	JEREMY STANTON	8789 CLAYTON	NSFD	SELF	\$ 450,000.00	\$ 1,089.75	\$ 871.80
7/17/2025	234-25-7B	RUSSELL LENZ	44158 CTY II	POLE BUILDING	CLEARY	\$ 41,600.00	\$ 250.00	\$ 200.00
7/21/2025	235-25-7B	RYAN STEWART	7938 PRAIRIEWOOD	DETACHED GARAGE	SELF	\$ 35,000.00	\$ 243.60	\$ 194.88
7/21/2025	236-25-7E	RYAN STEWART	7938 PRAIRIEWOOD	DETACHED GARAGE ELECT	SELF	\$ 3,500.00	\$ 162.40	\$ 129.92
7/29/2025	237-25-7H	JUSTIN SCHULTZ	8066 PRIMROSE CIRCLE	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$ 80.00
7/29/2025	238-25-7H	TOM RICHARDS	3478 GRAND MEADOWS	A/C REPLACEMENT	BLACK-HAAK	\$ 6,450.00	\$ 100.00	\$ 80.00
7/29/2025	239-25-7P	JEFF HOGENSON	7945 ASHWOOD	BATH REMOD PLUMB	PERFORMANCE PLUMB	\$ 10,000.00	\$ 119.80	\$ 95.84
7/29/2025	240-25-7H	JEFF HOGENSON	7945 ASHWOOD	BATH REMOD HVAC	KRAMER HVAC	\$ 500.00	\$ 119.80	\$ 95.84
								\$ -
					TOTALS	\$ 1,833,232.00	\$ 5,971.15	\$ 4,776.92
TOWN OF WINNECONNE PERMITS:								
7/8/2025	70-25-7E	BRIAN GIBBS	5130 ISLAND	GENERATOR INSTALL	ZERNZACH ELECT	\$ 3,900.00	\$ 60.00	\$ 48.00
7/8/2025	71-25-7P	JEREMY KELLEY	5487 TREELAND	NSFD PLUMB	J COX PLUMB	\$ 20,000.00	\$ 244.68	\$ 195.74
7/8/2025	72-25-7H	LYNN KUHNS	6693 LASLEY SHORE	A/C REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 45.00	\$ 36.00
7/8/2025	73-25-7B	TOM KONTOS	5830/5832 CRESTVIEW	REROOF	ALL-AMERICAN COST	\$ 30,000.00	\$ 50.00	\$ 40.00
7/8/2025	74-25-7B	DON STOWE	5185 ADAMS	SIDING	INFINITY EXTERIORS	\$ 53,000.00	\$ 50.00	\$ 40.00
7/8/2025	75-25-7E	PETER KRITZ	5937 OAK LN	SOLAR INSTALL	APPLETON SOLAR	\$ 34,960.00	\$ 60.00	\$ 48.00
7/10/2025	76-25-7B	BART ARMSTRONG	6313 WENTZEL RD	NSFD	CLEARY BLDGS	\$ 400,000.00	\$ 500.00	\$ 400.00
7/10/2025		BART ARMSTRONG	6313 WENTZEL RD	TOWN FEES	SELF		\$ 610.00	
7/10/2025	77-25-7B	BART ARMSTRONG	6313 WENTZEL RD	DETACHED GARAGE	CLEARY BLDGS	50,000	\$ 135.00	\$ 108.00
7/17/2025	78-25-7B	JOSHUA ERNST	5042 ADAMS	REROOF	SCHABEL EXTERIORS	\$ 20,095.00	\$ 50.00	\$ 40.00
7/21/2025	79-25-7E	JOEL SITTE	5970 E ISLAND	GENERATOR INSTALL	ADAMS POWER	\$ 4,599.00	\$ 60.00	\$ 48.00
7/24/2025	80-25-7E	JOHN TOURVILLE	6734 FOREST PARK	SERVICE	CUMINGS ELECT	\$ 1,000.00	\$ 60.00	\$ 48.00
7/29/2025	81-25-7B	STEVE WEBER	6821 SUNSET TR	SIDING	SECURITY LUEBKE	\$ 26,235.00	\$ 50.00	\$ 40.00
7/29/2025	82-25-7B	VICKI KRUEGER	5997 INDIAN SHORES	SIDING	SECURITY LUEBKE	\$ 53,348.00	\$ 50.00	\$ 40.00
7/31/2025	83-25-7B	JOHN WELBES	6266 CTY M	REROOF	ALL-AMERICAN COST	\$ 16,000.00	\$ 50.00	\$ 40.00
7/31/2025	84-25-7H	KRIS BOLDA	5938 HIAWATHA	INSTALL MINI-SPLIT	BLACK-HAAK	\$ 6,000.00	\$ 45.00	\$ 36.00
								\$ -
					TOTALS	\$ 724,137.00	\$ 2,119.68	\$ 1,207.74

MEMORANDUM

Business Item C

From: Administrator/Staff
 To: Plan Commission
 Re: Plan Commission review & recommendation on a CSM Review Application submitted by Chris Perreault on behalf of John Kulogo to combine approximately 3.95 acres of Tax ID #006-0420-05 with Tax ID #006-0420-03 (3442 County Rd II), creating a lot approximately 5.2 acres in size.

Please see the below comments from Code Administrator Kamke:

In general, this proposed map creates conforming lots from non-conforming ones and meets all dimensional standards required. With small additions/edits to the information provided on the map, staff would support recommending approval.

Parcel 006-0420-03, being 1.25 acres as Lot 2 of CSM 8112, and 006-0420-05, being 36.73 acres as Lot 4 of the same CSM 8112, are proposed to be partially combined, leaving a 32.78 acre remnant of Lot 4 and creating a new lot of 5.2 acres. Both existing parcels are zoned A-2, General Agriculture district which has an acreage minimum of 5 acres.

The proposed combination would create two code-conforming A-2 lots from one conforming and one non-conforming lot. While the lot shape is unconventional, the minimum average width and minimum frontage on a public road are satisfied and all other dimensional standards of the A-2 district are met with this proposed configuration.

However, not all requirements listed in the subdivision ordinance are met, but could be with minor changes to the map. Section 7.10.11(6)(a) requires all pertinent features of the property to be documented on the map.

Staff recommends the following conditions:

1. The on-site sewage system is only partially shown on the proposed CSM; County records indicate the system is an in-ground system with past service records, so the drain field must be included on the survey to complement the documented tank access manhole. The subject parcels do not have public sewer service and are not in an area of expected future expansion of the sanitary district.
2. This section of the subdivision ordinance also requires that ownership of adjacent lots be listed on the map.
3. Distance of the northern-most accessory building from the nearest south lot line should be added, to document if the building is conforming to setback and height limits for the district. The distance for this building to the west property line is listed as 18.2ft.
4. Notes on the map indicate that no ownership change is occurring as part of this survey; it should be clarified if the new lot will be co-owned by both the LLC and the individual.

SUGGESTED MOTION(S):

Motion to recommend approval of the CSM submitted by Chris Perreault on behalf of John Kulogo with the four (4) listed Staff recommendations.

Respectfully Submitted,
 Kelsey

Certified Survey Map (CSM) Review Application

Town of Clayton Town Hall
 8348 Hickory Ave
 Larsen, WI 54947
 Phone: 920-836-2007
 Email: administrator@claytonwinnebago.wi.gov
 Website: https://www.townofclayton.net/



Property Owner(s)

Name John Kulogo
 Street Address 2539 Oakridge Rd, Neenah, WI 54956
 City Neenah State WI Zip Code 54956
 Phone 920-385-3777
 E-mail john.kulogosworkshop@gmail.com

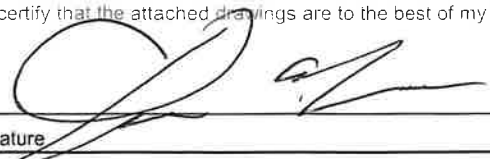
Applicant:

Check: Architect: _____ Engineer: _____ Surveyor: Attorney: _____ Agent: _____ Owner: _____
 Name: Chris Perreault
 Address: 615 N. Lyndale Dr, Appleton, WI Zip Code: 54914
 Phone: 920-731-4168 E-Mail: chris@clse.pro
 Describe the reason for the CSM Review: Adding land to existing lot from adjoining owner

Survey Specifics:

Number of Lots: 1 Total Acreage: 5.2 Tax Key Number: 006042005
006042003
 Legal Description: Lot 2 & part of Lot 4 of CSM No. 8112
Town of Clayton, Winnebago County, WI
 Surveyor: Chris Perreault
 Zoning: A-2 Registration Number: 2749
 Address: Same as Applicant
 Phone: (920) 731 4168 Email: chris@clse.pro

I certify that the attached drawings are to the best of my knowledge complete and drawn in accordance with all Town of Clayton codes.

 Today's Date 7/1/23

For Town Use Only

Fee (see Town Fee Schedule)			
Fee: <u>\$500</u>	Map Deposit Fee: <u>NA</u>	Check #: <u>23133</u>	Date: <u>7/7/2025</u>
*Map Deposit fee is fully refundable if a recorded copy of the approved document is submitted to the Town within 90 days of the Town Board approval.			
Date Received Complete: <u>7/7/2025</u>	By: <u>KFK</u>		
Review Meetings - Plan Comm _____	Town Board _____		
CSM is: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Condition <input type="checkbox"/> Denied			
Recorded Document Submittal Deadline (90 days from TB Approval): _____			

Note: 1. Please notify utility companies regarding your proposed development. 2. CSM approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. CSM & Fee must be submitted 30 working days prior to meeting.

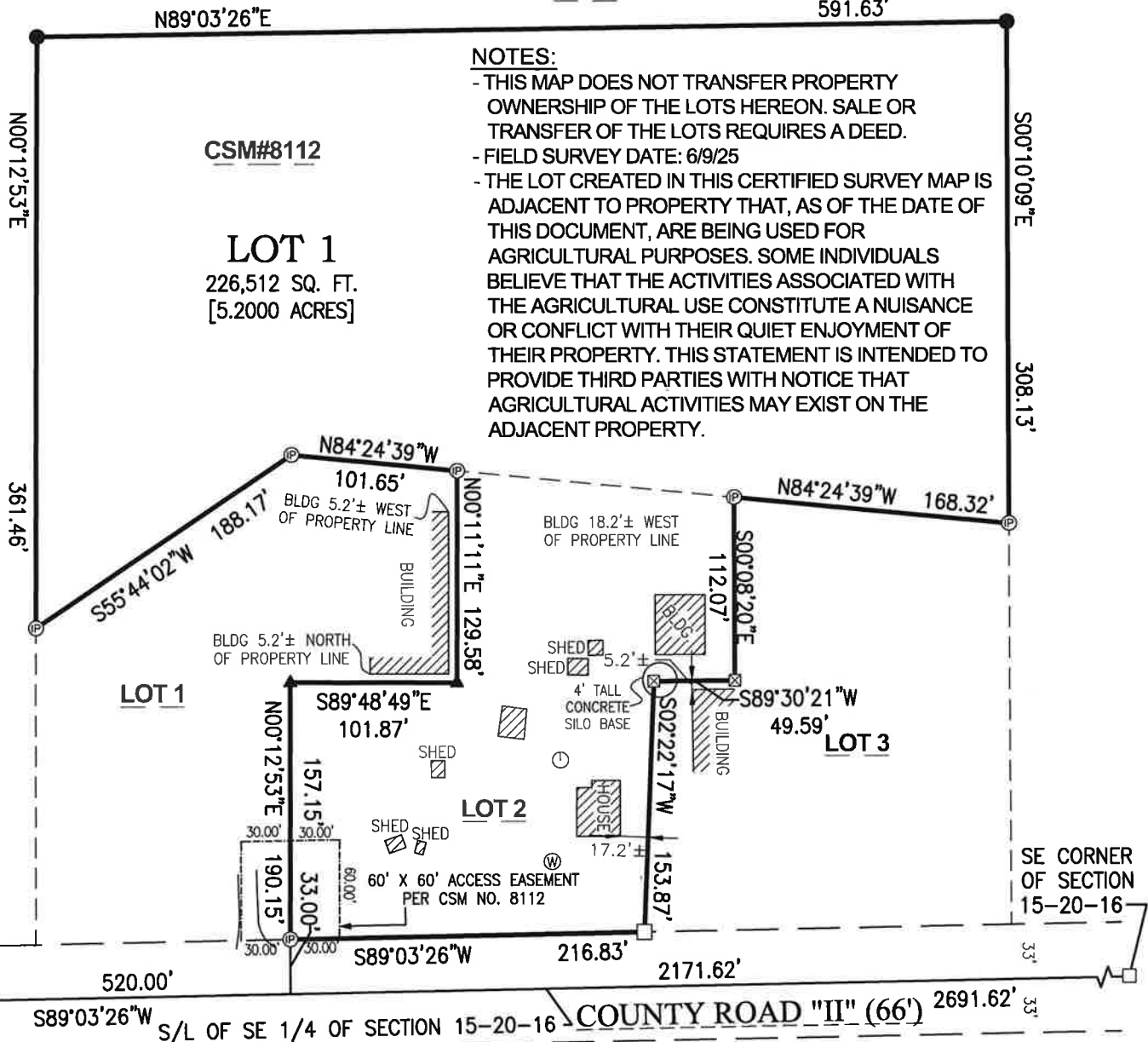
CERTIFIED SURVEY MAP NO. _____

BEING ALL OF LOT 2, AND PART OF LOT 4 OF CERTIFIED SURVEY MAP NO. 8112 AS RECORDED IN DOCUMENT NO. 1918904, LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 16 EAST, TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN

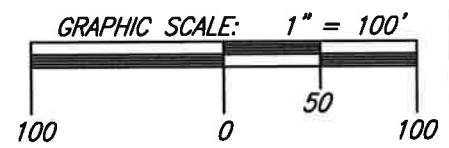
OWNER(S) OF RECORD:
JOHN H. KULOGO
KULOGO FARMLAND, LLC.
PARCEL NO.(S):
006042003
006042005

- LEGEND:**
- = 1 1/4" X 18" O.D. ROUND IRON PIPE SET, WEIGHING 1.68 LBS. PER LIN. FT.
 - Ⓟ = 1 1/2" O.D. ROUND IRON PIPE FOUND
 - = MAG SPIKE FOUND
 - ▲ = RAILROAD SPIKE SET
 - ⊠ = CUT CROSS IN CONCRETE FOUND
 - ⊙ = SEPTIC COVER
 - ⊕ = WELL

LOT 4



SOUTH 1/4 CORNER OF SECTION 15-20-16



NORTH IS REFERENCED TO THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 15, TOWNSHIP 20 NORTH, RANGE 16 EAST, TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN, WHICH BEARS S89°03'23"W PER THE WISCONSIN COUNTY COORDINATE SYSTEM (WINNEBAGO COUNTY)

CHRISTOPHER E. PERREAULT, PLS-2249 DATED
CAROW LAND SURVEYING & ENVIRONMENTAL
615 N. LYNNDAL DR., APPLETON, WI 54914
N5841 STATE HIGHWAY 47-55, SHAWANO, WI 54166
PHONE: (920)731-4168
A2307.5-25 DATED:7/01/2025 DRAFTED BY:fnz/bwm-NJO

