



PLAN COMMISSION

Wednesday, January 15, 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, December 11, 2024 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 December 2024 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Discussion: Plan Commission review & discussion of the Town's existing and future Geographic Information System (GIS) mapping capabilities.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Feb 12; March 12; April 9
- B. Town Board (6:30 pm start unless otherwise noted) - Jan 22; Feb 5 & 19; March 5 & 19

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, December 11, 2024 – 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 Ketter
 Commissioner Hopkins
 Town Board Rep. Christianson

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale

APPROVAL OF MINUTES

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

MOTION

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

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 November 2024 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of Jason Jensen to divide Tax ID #006-0797 into two (2) separate lots.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the CSM submitted by McMahon Associates, Inc. on behalf of Jason Jensen with the following conditions:

1. Due to the presence of hydric soils, a note should be added to the effect that a Wetland Delineation may be required prior to any new development on Lots 1 and 2.
2. The on-site sewerage systems, drainage ditches, building tie distances perpendicular to right-of-way and/or property line must be showing on the face of the CSM.
3. Label accessory buildings as pole shed (larger outbuilding) and livestock shed (smaller outbuilding).
4. Add a note to the face of the CSM that states "Lots 1 and 2 do not have access to Stoney Ridge Trail due to an adjoining strip of land owned by others along the North side of Stoney Ridge Trail described as Outlot 2 of CSM No. 2685".

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

Motion carried 6-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Jan 15; Feb 12; March 12
- B. Town Board (6:30 pm start unless otherwise noted) - Dec 18; Jan 8 & 22; Feb 5 & 19

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 6:46 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 DECEMBER 2024 PERMITTING

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
TOWN OF CLAYTON PERMITS:								
12/3/24	275-24-12B	GREG KEWLEY	9589 CLAYTON	ADDITION	WELHOUSE CONST	\$ 150,000.00	\$ 252.04	\$201.63
12/3/24	276-24-12E	DAVE OBERMEIER	3839 FAIRVIEW	GENERATOR INSTALL	BLACK-HAAK	\$ 12,000.00	\$ 100.00	\$80.00
12/3/24	277-24-12B	ALEXANDER HOMES	2650 PRINCETON	FINISH BASEMENT	ALEXANDER HOMES	\$ 14,000.00	\$ 261.28	\$209.02
12/3/24	278-24-12B	MARK CASWELL	3380 CTY II	LEAN TO OFF POLE BUILDING	SELF	\$ 15,000.00	\$ 184.24	\$147.39
12/3/24	279-24-12E	CHRIS OPINKER	8718 HICKORY	ELECT FOR POLE BUILDING	ALANS ELECT	\$ 5,500.00	\$ 219.00	\$175.20
12/4/24	280-24-12B	OAKWOOD HOMES	2658 LAWRENCE	NSFD	OAKWOOD HOMES	\$ 350,000.00	\$ 785.00	\$628.00
12/10/24	281-24-12B	ALLEN HYNES	3004 SHADY	REMOD	ERIE CONST	\$ 41,351.00	\$ 185.00	\$148.00
12/10/24	282-24-12B	BBS PROPERTIES	2680 & 2682 PRINCTON	NEW DUPLEX	BIGGER BY DESIGN	\$ 504,000.00	\$ 1,036.52	\$829.22
12/10/24	283-24-12B	BBS PROPERTIES	2668 & 2670 PRINCTON	NEW DUPLEX	BIGGER BY DESIGN	\$ 504,000.00	\$ 1,036.52	\$829.22
12/16/24	284-24-12H	VANS REALTY	8341 ST NORBERT	NSFD HVAC	BLACK-HAAK	\$ 6,000.00	\$ 316.20	\$252.96
12/18/24	285-24-12H	DAWN CHRISTENSEN	3102 BUTTERCUP	REPLACE 2 FURNACES, A/C	BLACK-HAAK	\$ 27,000.00	\$ 300.00	\$240.00
12/18/2024	286-24-12H	JASON FREE	3487 KNOX	REPLACE FURNACES	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$60.00
12/18/2024	287-24-12H	LUKE BLECHL	7421 GREEN MEADOW	UNIT HEATER	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$60.00
12/18/2024	288-24-12B	CAROLYN O'REILLY	3384 VOYAGER	BATH REMOD	VKB HOMES	\$ 31,500.00	\$ 195.40	\$156.32
TOTALS						\$ 1,668,351.00	\$ 5,021.20	\$4,016.96
TOWN OF WINNECONNE PERMITS:								
12/4/24	122-24-12E	CURT WOJHAN	5385 EVERBREEZE	NSFD ELECT	CURRENT ELECT	\$ 19,700.00	\$ 205.71	\$ 164.57
12/4/2024	123-24-12H	CURT WOJHAN	5385 EVERBREEZE	NSFD HVAC	MARTENS HVAC	\$ 17,991.00	\$ 205.71	\$ 164.57
12/5/2024	124-24-12B	STEVEN STERNARD	6507 WOODVIEW	NSFD	MIDWEST DESIGN	\$ 425,000.00	\$ 500.00	\$ 400.00
12/5/2024		STEVEN STERNARD	6507 WOODVIEW	TOWN FEES	MIDWEST DESIGN		\$ 510.00	
12/9/2024	125-24-12B	MICHAEL PAMER	CTY RD M	NEW CELL TOWER	T STEEL CONST	\$ 150,000.00	\$ 100.00	\$ 80.00
12/16/2024	126-24-12P	MARK JOCHMAN	6728 WENTZEL SHORE	NSFD PLUMB	WUNDERLICK PLUMB	\$ 21,486.00	\$ 183.42	\$ 146.74
12/16/2024	127-24-12H	VIC MUELLER	6521 LASLEY SHORE	FURNACE REPLACEMENT	BLACK-HAAK	\$ 6,000.00	\$ 40.00	\$ 32.00
TOTALS						\$640,177.00	\$1,744.84	\$987.87

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & discussion of the Town's existing and future Geographic Information System (GIS) mapping capabilities.

Nicole Barbiaux, GIS Coordinator from Cedar Corp will be giving a short presentation on the mapping capabilities the Town has available.

This presentation is informational only for the Commissioners.

PRESENTATION ONLY – NO ACTION TO BE TAKEN

Respectfully Submitted,
Kelsey