



PLAN COMMISSION

Wednesday, January 14, 2026 – 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
Town Board Rep. Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kamke
Attorney LaFrombois

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Re-Zoning Application submitted by Chris Perreault on behalf of John Kulogo & David Hughes, requesting approval to re-zone approximately 1.51 acres of proposed Lot 1 (3442 County Rd II) from R-1 (Rural Residential District) to A-2 (General Agriculture District); and approximately 0.29 acres of proposed Lot 2 from A-2 (General Agriculture District) to R-1 (Rural Residential District).

NO COMMENTS RECEIVED - PUBLIC HEARING CLOSED AT 6:31 PM

- B. Plan Commission Public Hearing on amendments to the Town of Clayton Zoning Code of Ordinances and the Town of Clayton Comprehensive Plan 2040 to expand the Town's zoning authority to include shoreland areas.

NO COMMENTS RECEIVED - PUBLIC HEARING CLOSED AT 6:32 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, November 12, 2025, Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, November 12, 2025, Plan Commission Meeting as presented.

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

Motion carried 6-0.

OPEN FORUM – Public comments addressed to the Plan Commission

Bill Kordus, 7376 Carden Dr, Neenah, WI, inquired about the status of a fence permit that was applied for.

CORRESPONDENCE

- A. Distribution of the November 2025 Building Inspection Report
- B. Distribution of the December 2025 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Discussion/Action: Plan Commission review & consideration of Resolution 2026-001 Making a Recommendation to the Town Board of Supervisors regarding a Re-Zoning Application submitted by Chris Perreault on behalf of John Kulogo & David Hughes, requesting approval to re-zone approximately 1.51 acres of proposed Lot 1 (3442 County Rd II) from R-1 (Rural Residential District) to A-2 (General Agriculture District); and approximately 0.29 acres of proposed Lot 2 from A-2 (General Agriculture District) to R-1 (Rural Residential District).

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the re-zoning application submitted by Chris Perreault on behalf of John Kulogo & David Hughes with Resolution 2026-001.

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

Motion carried 6-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Chris Perreault on behalf of John Kulogo & David Hughes to reconfigure portions of Tax ID #006-0420-02; Tax ID #006-0420-03; and Tax ID #006-0420-05 (3464 & 3442 County Rd II).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the CSM application submitted by Chris Perreault on behalf of John Kulogo & David Hughes with the following conditions:

- 1. Information about the septic system location (drain fields, vents, tank covers, etc.) must be included on the CSM.

2. Adjacent property owners must be listed over their respective parcels on the survey as required in the subdivision ordinance.

3. Ownership of the Proposed Lot 1 be clarified if it will be only in Mr. Kulogo's ownership, solely by the LLC, or by both together.

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

Motion carried 6-0.

- C. Discussion/Action: Plan Commission review & consideration of Resolution 2026-002 on proposed changes to the Town of Clayton Zoning Code of Ordinances and the Town of Clayton Comprehensive Plan 2040 to expand the Town's authority over shoreland zoning areas.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to approve Resolution 2026-002 Recommending the Adoption of the Amendments to the Town of Clayton Comprehensive Plan 2040 & Zoning Code of Ordinances.

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

Motion carried 6-0.

- D. Review/Recommendation: Plan Commission review & recommendation on a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for the 2nd Addition of Scholar Ridge Estates.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Final Plat Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for the 2nd Addition of Scholar Ridge Estates with the following conditions:

1. The subdivider shall provide copies of all submitted applications and their approvals once received. This includes, but is not limited to, all DOA approvals and comments, WDNR permits, County permits, and letters of approval from local and regional jurisdictions as applicable.

2. If state agencies require changes to the final plat, the Town Board may require new review of the final plat. Determination of necessity of this additional review to be made by the Town, their Counsel, or other assignee.

3. A copy of restrictive covenants shall be provided to the Town for their review prior to the Town signing the final plat for recording.

4. The subdivider is required to install and construct all public improvements.

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

Motion carried 6-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Feb 11; Mar 11; Apr 8

- B. Town Board (6:30 pm start unless otherwise noted) - Jan 21; Feb 4 & 18; Mar 4 & 18

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:02 pm.

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

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk