



PLAN COMMISSION

Wednesday, April 09, 2025 – 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
Town Board Rep. Christianson

EXCUSED

Commissioner Hopkins

STAFF

Administrator Wisniewski
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kamke

APPROVAL OF MINUTES

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

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, March 12, 2025 Plan Commission Meeting with a correction to page 3 spelling of Chair Knapinski's name.

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

Motion carried 5-0.

OPEN FORUM – Public comments addressed to the Plan Commission – NONE

CORRESPONDENCE

- A. Distribution of the March 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 Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust to combine Tax ID #006-1340-02 and Tax ID #006-1340-03 into one (1) lot.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by Timothy & Barbara Wrase on behalf of the Gustafson Residence Trust with the following conditions:

1. The surveyor's certificate on sheet 2 shall be updated from "...comnined" to read "...certify that I have surveyed, combined, and mapped all of Lots 5 & 6..."
2. All structures located on Lot 5 must be noted & shown on the CSM prior to the Town granting signatures and recording.

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

Motion carried 5-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC for construction of a multi-family housing development proposed to be located on Tax ID #006-0328-02-02.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of a Site Plan Review Application submitted by Robert E. Lee & Associates on behalf of PRE/3, LLC with the following conditions:

1. Clayton Fire Rescue requires the turning radius to be shown on site plan drawings to demonstrate the corners can accommodate an aerial fire truck.
2. The lighting plan must be submitted, and fixtures must be shown to be Dark Sky Certified prior to approval.
3. The sign height must be adjusted to meet the 6 ft. ordinance maximum allowable height.
4. The setback of all structures, including on-site parking, of Building 1 must conform to the 40 ft. setback as required in Town Ordinance.
5. The Plan Commission recommends allowing exterior materials to cover 50% or more of all exterior wall surfaces in visual agreement with the existing Clayton Crossing development.
6. Applicant must provide specifications on the roofing materials prior to Town Board review, showing the Solar Reflective Index and that it conforms to the same roofing used in the Scholar Ridge development.
7. The proposed number of accessible parking stalls must meet the ordinance requirement of six (6).

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

Motion carried 5-0.

- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Application submitted by Wildflower Development for a proposed addition to the existing storage condominium development located on Tax ID #006-0895-06 (north of 7577 Black Top Way).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of a Site Plan Application submitted by Wildflower Development with the following conditions:

1. The roofing material must meet or exceed the Town Solar Reflective Index standard.
2. Pond landscaping must comply with the design standards of Attachment E of the Town Zoning Ordinance.
3. Plan Commission recommends allowing the architectural standards to be consistent with previous phases.
4. The diagram on page 137 of the Condo Agreement must be updated.
5. The Town Board must be provided with the applicant responses to the 20 points the Commissioners wished to have addressed after the March 12, 2025 Plan Commission meeting.

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

Voting Nay: Commissioner Haskell

Motion carried 4-1.

- D. Review/Recommendation: Plan Commission review & recommendation on a Concept Plan Review Application submitted by EnvisionInk Holdings LLC for a proposed expansion of the existing commercial building.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - May 14; June 11; July 9
- B. Town Board (6:30 pm start unless otherwise noted) - Apr 16 **after Annual Reorganization Meeting**; May 7 & 21; June 4 & 18
- C. 175th Annual Meeting of the Town's Electors - April 15, 2025 at 6:30 pm
- D. Annual Reorganizational Meeting - April 16, 2025 at 6:00 pm
- E. Open Book - May 13, 1 pm to 3 pm via phone scheduled appointments with Associated Appraisal
- F. Board of Review - May 27 10 am to 12 pm

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:54 pm.

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

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk