



PLAN COMMISSION

Wednesday, June 14, 2023 at 6:30 PM

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

MINUTES

CALL TO ORDER

- 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

EXCUSED

Commissioner Dorow

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Kussow

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Public Hearing on a Conditional Use Application submitted by Robert E. Lee & Associates, Inc on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID #006-0328-02-02 which is approximately 619 feet north of W American Drive/Eagle Heights Dr intersection.

Aaron Breitenfeldt, Robert E. Lee & Associates noted he is available for any questions the Commissioners have regarding both the Conditional Use and Site Plan Applications.

PUBLIC HEARING CLOSED AT 6:32 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 10, 2023 Plan Commission Meeting

MOTION:

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to approve the minutes of the Wednesday, May 10, 2023 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 May 2023 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Northeast Asphalt & Susan Kottke for approval of a 2-Lot CSM transferring 0.18 acres +/- from Tax ID #006-0496 (Hickory Ave/County Rd II) to Tax ID #006-0502-02 (8397 Hickory Ave).

MOTION:

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the CSM submitted by Northeast Asphalt & Susan Kottke as presented.

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 Site Plan Review Application submitted by Robert E Lee & Associates, Inc. on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID #006-0328-02-02.

MOTION:

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to recommend approval of the Site Plan with the following Staff recommendations & conditions:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.

2. A revised stormwater management & grading/erosion control plan for both construction best management practices (BMPs) and post-construction BMPs shall be submitted to the Town for review & approval prior to commencing construction. Winnebago County and Wisconsin Department of Natural Resources permits/approvals for stormwater management & erosion control shall be obtained prior to commencing construction.

3. Vision clearance triangles as required per Attachment B of the Town Zoning Ordinance shall be added to the site plan. Any structure(s), sign and/or landscaping exceeding the 3 ft. in height above the centerline of Eagle Heights Dr. shall be relocated to outside the vision clearance triangle. Revised site plan(s) showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.

4. The roof material shall have a Solar Reflective Index (SRI) of 29 or higher. Applicant shall submit documentation showing compliance with this requirement to the Town for staff-level review/approval prior to commencing construction.

5. Accessory buildings, including but not limited to the office & mail room, shall maintain the same theme & material selections as the principal buildings.

6. A revised Landscape Plan in compliance with Attachment E of the Town Zoning Ordinance shall be submitted to the Town for review & approval by the Plan Commission and Town Board. The revised Landscape Plan shall be approved & all landscaping shall be installed prior to issuance of any occupancy permit(s)/approval(s) by the Town.

7. If the sign is externally illuminated, such lighting shall be shielded with landscaping so the light fixture and/or source is not visible from off-site.

8. The waste/trash/recyclables collection area enclosure shall be revised in compliance with Attachment E and Sec. 9.08-209 of the Town Zoning Ordinance. Revised enclosure detail showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.

9. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.

10. Acceptable exterior building materials per Attachment C of the Town Zoning Ordinance (clay or masonry brick) shall cover approximately 50% of all exterior wall surfaces, substantially consistent with the existing multi-family residential development adjacent to the east on Tax ID #006-0329.

11. Fire hydrants & any fire protection devices shall be clearly designated on the site plan and reviewed/approved by the Department of Protective Services.

12. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed & 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.

- C. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Robert E. Lee & Associates, Inc on behalf of PRE/3, LLC for a proposed multi-family housing development consisting of six (6) 12-unit multi-family buildings located on Eagle Heights Dr, specifically described as Tax ID #006-0328-02-02.

MOTION:

Motion made by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to recommend approval of the Conditional Use Permit with the following Staff recommendations & conditions:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.
2. A revised stormwater management & grading/erosion control plan for both construction best management practices (BMPs) and post-construction BMPs shall be submitted to the Town for review & approval prior to commencing construction. Winnebago County and Wisconsin Department of Natural Resources permits/approvals for stormwater management & erosion control shall be obtained prior to commencing construction.
3. Vision clearance triangles as required per Attachment B of the Town Zoning Ordinance shall be added to the site plan. Any structure(s), sign and/or landscaping exceeding the 3 ft. in height above the centerline of Eagle Heights Dr. shall be relocated to outside the vision clearance triangle. Revised site plan(s) showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
4. The roof material shall have a Solar Reflective Index (SRI) of 29 or higher. Applicant shall submit documentation showing compliance with this requirement to the Town for staff-level review/approval prior to commencing construction.
5. Accessory buildings, including but not limited to the office & mail room, shall maintain the same theme & material selections as the principal buildings.
6. A revised Landscape Plan in compliance with Attachment E of the Town Zoning Ordinance shall be submitted to the Town for review & approval by the Plan Commission and Town Board. The revised Landscape Plan shall be approved & all landscaping shall be installed prior to issuance of any occupancy permit(s)/approval(s) by the Town.
7. If the sign is externally illuminated, such lighting shall be shielded with landscaping so the light fixture and/or source is not visible from off-site.
8. The waste/trash/recyclables collection area enclosure shall be revised in compliance with Attachment E and Sec. 9.08-209 of the Town Zoning Ordinance.

Revised enclosure detail showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.

9. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.

10. Acceptable exterior building materials per Attachment C of the Town Zoning Ordinance (clay or masonry brick) shall cover approximately 50% of all exterior wall surfaces, substantially consistent with the existing multi-family residential development adjacent to the east on Tax ID #006-0329.

11. Fire hydrants & any fire protection devices shall be clearly designated on the site plan and reviewed/approved by the Department of Protective Services.

12. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed & 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.

- D. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Utschig, Inc. on behalf of Positive Ventures, LLC for conversion of the existing restaurant/tavern building to a multi-tenant industrial/commercial building on Tax ID #006-0620-06 (2770 Towne Court).

MOTION:

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Site Plan Application submitted by Utschig, Inc. with the following Staff recommendations & conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. Vision clearance triangles as required per Attachment B of the Town Zoning Ordinance shall be added to the site plan. Revised site plan(s) showing this revision shall be submitted to the Town for staff-level review/approval prior to commencing construction.
3. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
4. All future exterior lighting shall comply with Sec. 9.08-210 of the Town Zoning Ordinance.

5. Buildings/tenants shall connect to sewer & water utilities once they become available.

6. 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.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 21; July 5 & 19; August 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 28; July 12 & 26; August 9

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, Commissioner Hopkins, Town Board Rep. Christianson

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk