



PLAN COMMISSION

Wednesday, March 13, 2024 at 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 Dorow
Commissioner Ketter

EXCUSED

Commissioner Hopkins
Town Board Rep. Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Public Hearing on proposed batch text amendments to the Town of Clayton Zoning Ordinance regarding definition and development of Self Storage within the Town of Clayton.

NO COMMENTS RECEIVED - HEARING CLOSED AT 6:31 PM

- B. Public Hearing on a Re-zoning Application submitted by Devin Nikodem on behalf of Marty & Suzette Nikodem Revocable Trust, et. al., to re-zone Tax ID #006-0095-01-03 (Winnegamie Dr). The application is to re-zone the listed parcel from R-1 (Rural Residential District) to R-3 (Two-family Residential District).

Brett Jensen, 4063 Winnegamie Dr, Neenah, spoke against the re-zoning with concerns on how the property would be developed

Ashley Jensen, 4063 Winnegamie Dr, Neenah, spoke against the re-zoning with concerns over having a multi-family unit next door to her property

Devin Nikodem, 4085 Winnegamie Dr, Neenah, spoke to reasons for applying for the re-zoning of the property

HEARING CLOSED AT 6:38 PM

- C. Public Hearing on a Conditional Use Application submitted by Leif Bergstrom for a proposed pond residential accessory use located at 3130 Rose Moon Way, specifically described as Tax ID #006-0670-01-06.

NO COMMENTS RECEIVED - HEARING CLOSED AT 6:39 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday February 14, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, February 14, 2024 Plan Commission Meeting.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

Motion carried 5-0.

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

CORRESPONDENCE

- A. Distribution of the February 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on proposed batch text amendments to the Town of Clayton Zoning Ordinance regarding definition and development of Self Storage within the Town of Clayton.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to set aside for no more than 60 days this agenda item to clarify the following: relation to accessory use and personal use, how the definition fits into the land use matrix, if this could be a permitted or conditional use within the Zoning Code, and the effect of personal storage on personal property.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

Motion carried 5-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Chris Perrenault on behalf of Mary Alice Eisch for approval of a CSM combining & reconfiguring Tax ID #006-0693 (Oakwood Ave), Tax ID #006-0694, Tax ID #006-0695 (Oakridge Rd), and Tax ID # 006-0696 into two (2) lots.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the CSM combining & reconfiguring the listed Tax ID #'s as proposed.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

Motion carried 5-0.

- C. Review/Recommendation: Plan Commission review & recommendation on Resolution 2024-001 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning application submitted by Devin Nikodem on behalf of Marty & Suzette Nikodem Revocable Trust, et. al., to re-zone Tax ID #006-0095-01-03 (Winnegamie Dr). The application is to re-zone the listed parcel from R-1 (Rural Residential District) to R-3 (Two-family Residential District).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Dorow to approve Resolution 2024-001 Recommending the Re-zoning of Property from the R-1 (Rural Residential District) to the R-3 (Two-family Residential District).

Voting Yea: Chair Knapinski, Commissioner Dorow, Commissioner Ketter

Voting Nay: Commissioner Haskell, Commissioner Nemecek

Motion carried 3-2.

- D. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Leif Bergstrom for a proposed pond residential accessory use located at 3130 Rose Moon Way, specifically described as Tax ID #006-0670-01-06.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Conditional Use Application submitted by Leif Bergstrom with the following conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances. Applicant should be aware that a Winnebago County stormwater management/erosion control permit may be required for this project. It is the applicant's responsibility to comply with any Winnebago County permit/approval requirements and obtain any required Winnebago County permits/approvals prior to commencing construction.

2. Any substantial changes, additions, and/or expansions to the pond shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town of Clayton Zoning Ordinance and the Town of Clayton Pond Ordinance (Town of Clayton Ordinance 2022-002). Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

3. Pond may not be used by applicant or others for any recreational purposes including, but not limited to swimming, docks, and/or piers.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

Motion carried 5-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Apr 10; May 8; June 12

- B. Town Board (6:30 pm start unless otherwise noted) - March 20; Apr 3 & 17; May 1 & 15
- C. Annual Town Meeting - April 16
- D. Annual Reorganizational Meeting - April 17

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 Dorow, Commissioner Ketter

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk