



## PLAN COMMISSION

Wednesday, March 12, 2025 – 6:30 PM

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

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### 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

#### EXCUSED

Town Board Rep. Christianson

#### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski  
Code Administrator Kamke

### **PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS**

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

Jeff Houle, 6264 Shea Rd, Oshkosh, WI 54904, spoke regarding construction work on this project beginning prior to approval from the State of Wisconsin and questioned the safety of the structure as it is under review.

Patricia Koehnke, W7668 Winnegamie Dr, Neenah, WI 54956, spoke regarding changes to the ditches in the area of her property and the resulting flow of water changes.

Nicole Kiplin, N994 North Rd, Hortonville, WI 54944, spoke regarding the advantages to the students of the area who are able to take advantage of the programs and lessons the facility offers.

Kathy Houle, 9619 Oakwood Ave, Neenah, WI 54956 on behalf of Donna & Wayne Gilbertson, and Jack Yogerst, read comments from the listed regarding

future development of the Berry Bramble subdivision, future property values and investments in the area, and concerns regarding the waste products of the livestock kept on the applicant's property.

Emily Grasse, N245 Hickory Meadows Ln, Appleton, WI 54914, spoke regarding the capabilities of the facility and their ability to take children in the Children's Long-Term Support Program (CTLS) and scout troops for programming and activities.

Victoria Imhoff, 2213 Meadow Green Dr, Neenah, WI 54956, spoke regarding the positive impact on the students and good care of the horses at the facility.

Janis Steffen, 3377 Winnegamie Dr, Neenah, WI 54956, requested that the business driveway be looked at for relocation as it is on the property line shared with her property.

KC Maurer, 2530 W American Dr, Neenah, WI 54956, spoke in favor of the proposed commercial stable accessory use.

Sawyer Ulrich, N 9454 Sara Ln, Appleton, WI 54915, spoke regarding her experience using the facility and its positive impact on her.

Megan Potratz, 3508 Black Wolf Ave, Oshkosh, WI 54902, spoke in favor of the proposed commercial stable accessory use as her children are students there.

Dawn Christensen, 3102 Buttercup Rd, Neenah, WI 54956, spoke in favor of the proposed commercial stable accessory use noting that this could have been a part of a housing subdivision.

Andrea Brey, 3014 W Shady Ln, Neenah, WI 54956, spoke regarding previously mentioned traffic concerns noting she has experienced none in the time her family has been taking lessons at the facility.

Mary Schmidt, E Moon Beam Trl, Appleton, WI 54915, spoke in favor of the proposed commercial stable accessory use and acknowledged they should also have to comply with all County regulations.

Nicole Van Asten, N2411 Reek Rd, Weyauwega, WI 54983, spoke regarding her positive experiences with the facility.

Kirsten Belonger, 811 E Pershing St, Appleton, WI 54911, spoke regarding her positive experiences with the facility.

Mark Lesperance, 3373 Winnegamie Dr, Neenah, WI 54956, spoke regarding issues with the neighboring golf course, traffic along Winnegamie Dr, and potential drainage issues to his property.

Brittany Voigt, 3411 Winnegamie Dr, Neenah, WI 54956, spoke regarding the operation and history of the facility.

David Winkel, 411 S Commercial St, Neenah, WI 54956, spoke on behalf of his clients, Mr. & Ms. Voigt, regarding potential land use in the area surrounding the facility and working towards approvals with all governing authorities.

Chris Voigt, 3411 Winnegamie Dr, Neenah, WI 54956, spoke in favor of the proposed commercial stable accessory use.

Chair Knapinske read into record comments from Kurt & Emily Ulrich, 8950 Center Rd, Neenah, WI 54956 (in support) & Sheri & Matthew Lemmers, 3749 Winnegamie Dr, Neenah, WI 54956 (against).

### **PUBLIC HEARING CLOSED AT 7:41 PM**

### **APPROVAL OF MINUTES**

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

### **MOTION**

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

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

**Motion carried 5-0.**

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

### **CORRESPONDENCE**

- A. Distribution of the February 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 Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

### **MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to table the Conditional Use Application review for a period no longer than 120 days, or until the needed approvals from the State of Wisconsin & Winnebago County are received, whichever comes first.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

**Motion carried 5-0.**

- B. 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 Nemecek, **Seconded** by Commissioner Ketter to table the Site Plan Application review for no longer than 30 days for the applicant to address the following items:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.
2. No unit shall be used to store explosives, toxic substances, hazardous materials, or radioactive materials, as required per Section 9.08-402(d) of the Town of Clayton Zoning Code of Ordinances.
3. No portion of the site shall be used for commercial fabrication, repair, or any similar use, or for human habitation, as required per Section 9.08-402(e) of the Town of Clayton Zoning Code of Ordinances.
4. Stormwater Management & Erosion Control Permits shall be obtained from Winnebago County and the Wisconsin Department of Natural Resources prior to commencing land disturbing activities and/or construction.
5. A "Wetland Delineation Report" for the Phase 3 development area shall be submitted to the Town prior to commencing land disturbing activities and/or construction.
6. A landscape plan in compliance with the applicable requirements of Attachment E of the Town of Clayton Zoning Code of Ordinances or a landscape plan acceptable by the Plan Commission as per discussion at the plan Commission meeting shall be submitted to the Town prior to review of the Site Plan application by the Town Board. Verification that the landscape plan is code-compliant or acceptable by the Plan Commission as per discussion at the Plan Commission meeting shall be at the discretion of the Town Administrator.
7. The applicant shall work with the Town Fire Department staff to site and provide the design requirements for a hydrant on the proposed stormwater management pond.
8. A Knox Box security system shall be installed on each building to give the Fire Department restricted access to the building.
9. A Condo Association Agreement shall provide for the Town to access the stormwater management pond to perform maintenance if the Condo Association fails to properly maintain the pond, and the agreement shall provide for the Town to special assess the cost of any stormwater management pond maintenance to the Condo Association.
10. The Condo Association Agreement must be recorded with the Winnebago County Register of Deeds prior to the issuance of any building permits.
11. No external storage is allowed at any of the buildings.

12. Lighting is to be limited to one hooded, LED light above the entrance door and one hooded, LED light above the garage/overhead door on each building.

13. No signage may be placed on the State Hwy 76 frontage.

14. Signage on the individual condo units is limited to a wall sign only which follows the Town's adopted Zoning Code as it relates to signs.

15. Lighting fixtures for the building(s) shall be International Dark Sky certified and/or compliant.

16. Applicant must provide an updated landscape plan for the frontage along State Hwy 76.

17. Applicant must provide the required 20 ft. landscape buffer zone by residential properties as required in the Town of Clayton Zoning Code of Ordinances.

18. Applicant must provide for reconnection of drain tile if cut during the course of construction as provided in the Town of Clayton Zoning Code of Ordinances.

19. Applicant must submit revised plans noting the location of holding tank(s) and well(s) for the proposed development.

20. 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 requirements of Article 8, Division 8, Special Site Design Principles and Architectural Standards, of 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

**Motion carried 5-0.**

## **UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - April 9; May 14; June 11
- B. Town Board (6:30 pm start unless otherwise noted) - March 19; Apr 2 & 16; May 7 & 21
- C. 175th Annual Meeting of the Town's Electors - April 15, 2025
- D. Annual Reorganizational Meeting - April 16, 2025

## **ADJOURNMENT**

### **MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 8:48 pm.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

**Motion carried 5-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk