



PLAN COMMISSION

Wednesday, November 13, 2024 – 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
Commissioner Hopkins
Town Board Rep. Christianson

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Greenberg

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Re-Zoning Application submitted by Guy Grenfell to re-zone Tax ID #006-0808-02 (proposed addition to Tax ID #006-1254 via CSM). The application is to re-zone the approximately 0.35 acres of the listed parcel from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

Debi Hendricks, 4360 Stoney Ridge Trl, spoke noting no objections to the application.

PUBLIC HEARING CLOSED AT 6:32 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 9, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, October 9, 2024 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 October 2024 Building Inspection Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & consideration of Resolution 2024-004 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning Application submitted by Guy Grenfell to re-zone Tax ID #006-0808-02 (proposed addition to Tax ID #006-1254 via CSM). The application is to re-zone the approximately 0.35 acres of the listed parcel from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Hopkins to approve Resolution 2024-003 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to R-2 (Suburban Residential District).

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 Certified Survey Map (CSM) submitted by Guy Grenfell to combine Tax ID #006-1254 and Tax ID #006-0808-02 into one (1) lot.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to recommend approval of the CSM submitted by Guy Grenfel with the following conditions:

1. The lands within Tax ID #006-0808-02 must be re-zoned to the R-2 (Suburban Residential District) prior to recording the CSM.
2. Per WI s. 236.25(2)(c) the surveyor's seal shall be signed, sealed and dated on all pages.
3. The following well casing note shall be added: "The lot created by this document is located in the Special Well Casing Pipe Depth Area. This area has been established due to naturally occurring arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of Natural Resources, or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative Code."

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 Certified Survey Map (CSM) submitted by McMahon Associates, Inc. on behalf of Clayton Development Group, LLC to divide Tax ID #006-1799 into two (2) separate lots.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to recommend approval of the CSM submitted by McMahon Associates on behalf of Clayton Development Group, LLC with the following conditions:

1. Per WI s. 236.25(2)(c) the surveyor's seal shall be signed, sealed and dated on all pages.
2. An access easement and associated shared driveway agreement must be submitted for review and approval to the Town prior to signing the CSM.

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 Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Final Plat, dividing Tax ID #006-0617-01; Tax ID #006-0618-01; and Tax ID #006-0632 into 43 lots and 2 outlots intended for single-family residential use.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to recommend approval of the Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC as presented.

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

Motion carried 6-0.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Dec 11; Jan 15; Feb 12
- B. Special Town Electors Meeting - November 20 beginning at 6 pm
- C. Town Board (6:30 pm start unless otherwise noted) - Nov 20 (**immediately following the Special Town Electors Meeting**); Dec 4 & 18; Jan 8 & 22

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 6:57 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