



PLAN COMMISSION

Wednesday, September 11, 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
Town Board Rep. Christianson

EXCUSED

Commissioner Dorow
Commissioner Hopkins

STAFF

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 Chris Perrault on behalf of Nathan Chromy, to re-zone approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

Sue Evers, 2648 Shady Ln, Neenah asked several process questions to better understand re-zoning and CSM recommendations, which Chair Knapinski answered to her satisfaction.

PUBLIC HEARING CLOSED AT 6:33 PM

APPROVAL OF MINUTES

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

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Ketter to approve the Minutes of the Wednesday, August 14, 2024, Plan Commission Meeting as presented.

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 August 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & consideration of Resolution 2024-003 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning application submitted by Chris Perrault on behalf of Nathan Chromy, to re-zone approximately 2.90 acres of Tax ID #006-0018-01 addressed 2676 Shady Ln (Lot 1 of proposed Certified Survey Map) from A-2 (General Agriculture District) to R-1 (Rural Residential District).

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to approve Resolution 2024-003 Recommending the Re-zoning of Property from the A-2 (General Agriculture District) to R-1 (Rural Residential District) with the following conditions:

1. Within twelve (12) months of approval, the owner must record a Certified Survey Map (CSM) which is in substantial conformance with the submitted CSM.
2. If required by Winnebago County, the zoning and setback information should reference Winnebago County's zoning ordinance or should otherwise be removed.

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 Certified Survey Map (CSM) Review Application submitted by Chris Perrault on behalf of Nathan Chromy, to divide Tax ID #006-0018-01 into two (2) lots.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Ketter to recommend approval of the CSM submitted by Chris Perrault on behalf of Nathan Chromy with the following recommendations & conditions:

1. The lands within proposed Lot 1 must be re-zoned to the R-1 Rural Residential District prior to recording the CSM.
2. Subject to a determination by the Zoning Administrator that the current accessory buildings on Lot 1 meet the standards to be designated as Rural Accessory Buildings, pursuant to Article 7, Division 14 of the Zoning Code, as well as all applicable accessory building standards of the R-1 Rural Residential District.
3. Any accessory buildings which are not determined to be Rural Accessory Buildings or otherwise allowed, are subject to compliance with all accessory building use and dimensional standards of the R-1 Rural Residential District. Should the number of buildings or total square footage need to be reduced to comply with the above, those buildings shall be removed/reduced prior to the Town signing the CSM.
4. Per Wis. Stats. §236.25(2)(c) the surveyor's seal shall be signed, sealed, and dated on all pages.
5. Per Chapter 7.10.08(1) of the Town Land Division Ordinance, the 7 ft. road reservation noted along Shady Lane must be dedicated and shall be noted as "dedicated to the public for roadway purposes".
6. The following well casing note shall be added: "Lot created in the document area 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."

7. If required by Winnebago County, the zoning and setback information should reference Winnebago County's zoning ordinance, or should otherwise be removed.

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

Motion carried 5-0.

- C. Review/Discussion: Plan Commission review & discussion of revisions to Section 7.10.08 Dedications and Reservations within the Town of Clayton Subdivision Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- D. Review/Discussion: Plan Commission review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Oct 9; Nov 13; Dec 11
- B. Town Board (6:30 pm start unless otherwise noted) - Sept 18; Oct 2 & 16; Nov 6 & 20

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:30 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