



PLAN COMMISSION

Wednesday, February 14, 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 Ketter
Town Board Rep. Christianson

EXCUSED

Commissioner Dorow
Commissioner Hopkins

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Code Administrator Kussow

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Public Hearing on a Conditional Use Application submitted by Kunes Appleton Properties LLC for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

NO COMMENTS RECEIVED FROM PUBLIC - HEARING CLOSED AT 6:31 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday January 10, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, January 10, 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 December 2023 Building Inspection Report
- B. Distribution of the 2023 Annual Building Inspection Report
- C. Distribution of the January 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Kunes Appleton Properties LLC for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to postpone the Conditional Use Application submitted by Kunes Appleton Properties LLC until no later than August 31, 2024 due to non-compliance with the minimum standards of the Town's Zoning Ordinance as outlined in the 9 Issues & Outstanding Items described in the submitted Staff Memo:

1. Gravel outdoor camper display area does not comply with the 2017 Site Plan Approval & the 25 ft. outdoor setback display area setback requirement per Sec. 9.08-291.
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
3. Applicant did not provide Wisconsin Department of Natural Resources (DNR) approval for wetland disturbance/filling.
4. The proposed exterior wall materials do not comply with the requirements of Attachment C for the Tier 1 architectural design zone (i.e., "Acceptable Exterior Building Materials" shall cover at least 75% of all exterior wall surfaces of the proposed addition).
5. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
6. New overhead doors are proposed facing street yards (i.e., USH 10 & West American Dr.).
7. Applicant did not submit a landscape plan; the existing landscaping does not comply with the 2017 Site Plan Approval; and the existing landscaping does not comply with Attachment E for the proposed building addition and expansion of the outdoor display/storage area.
8. The refuse/recycling area and screening in compliance with Section 9.08-209 was not identified on or provided with the submitted plans.
9. Applicant did not provide specifications verifying the proposed exterior lighting is certified by the International Dark Sky Association (IDA),

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 Site Plan Application submitted by Kunes Appleton Properties LLC for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to postpone the Suite Plan Application submitted by Kunes Appleton Properties LLC until no later than August 31, 2024 due to non-compliance with the minimum standards of the Town's Zoning Ordinance as outlined in the 9 Issues & Outstanding Items described in the submitted Staff Memo:

1. Gravel outdoor camper display area does not comply with the 2017 Site Plan Approval & the 25 ft. outdoor setback display area setback requirement per Sec. 9.08-291.
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
3. Applicant did not provide Wisconsin Department of Natural Resources (DNR) approval for wetland disturbance/filling.
4. The proposed exterior wall materials do not comply with the requirements of Attachment C for the Tier 1 architectural design zone (i.e., "Acceptable Exterior Building Materials" shall cover at least 75% of all exterior wall surfaces of the proposed addition).
5. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
6. New overhead doors are proposed facing street yards (i.e., USH 10 & West American Dr.).
7. Applicant did not submit a landscape plan; the existing landscaping does not comply with the 2017 Site Plan Approval; and the existing landscaping does not comply with Attachment E for the proposed building addition and expansion of the outdoor display/storage area.
8. The refuse/recycling area and screening in compliance with Section 9.08-209 was not identified on or provided with the submitted plans.
9. Applicant did not provide specifications verifying the proposed exterior lighting is certified by the International Dark Sky Association (IDA),

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

Motion carried 5-0.

- C. Review/Discussion: Plan Commission review & discussion on a Concept Plan Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed Certified Survey Map (CSM) dividing/reconfiguring Tax ID #006-0035, Tax ID #0036-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - March 13; Apr 10; May 8
- B. Town Board (6:30 pm start unless otherwise noted) - Feb 21; March 6 & 20; Apr 3 & 17

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:38 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