

TOWN OF CLAYTON  
Town Plan Commission Meeting Minutes  
7:00 PM Wednesday, March 22, 2023  
Town Hall Meeting Room, 8348 County Road T, Larsen, WI 54947

- I. Call to Order: Chair Knapinski called the meeting to order at 7:00 p.m.
  - A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Verification of Meeting Roll

- a. Commissioners
 

Chair Knapinski	PRESENT
Commissioner Ketter	PRESENT
Commissioner Nemecek	PRESENT
Commissioner Dorow	EXCUSED
Commissioner Haskell	PRESENT
Commissioner VACANT	
Town Board Rep. Christianson	EXCUSED
- b. Staff
 

Administrator Wisnefske	PRESENT
Clerk Faust-Kubale	PRESENT
Planner Jaworski	PRESENT
Code Administrator Kussow	PRESENT

- II. Public Hearings:
  - A. Plan Commission Public Hearing on proposed batch text amendments to the Town of Clayton Zoning Ordinance including amendments to Division 13 of Article 7, Site Plan; Section 9.08-21, Land uses Generally Allowed within Zoning Districts, & Exhibit 8-1, Land Use Matrix; Division 8 of Article 8, Special Site Design Principles & Architectural Standards; Attachment B, Horizontal Site Design Requirements; Attachment C, Architectural Design Standards; Attachment D, Architectural & Landscape Design Zones; Attachment E, Landscape Design Standards; and Attachment F, Environmental & Energy Efficiency Guidelines.

**NO COMMENTS – HEARING CLOSED AT 7:02 PM**

- III. Approval of Minutes:
  - A. Approval of the minutes of the Wednesday, March 8, 2023 Plan Commission Meeting

**MOTION:**

**Motion by** Commissioner Ketter  
**Second by** Commissioner Nemecek

**Motion** to approve the March 8, 2023 Plan Commission Meeting Minutes.

**Motion carried** by unanimous voice vote.

- B. Approval of the minutes of the Wednesday, March 22, 2023 Plan Commission Meeting

**MOTION:**

**Motion by** Commissioner Ketter  
**Second by** Commissioner Nemecek

**Motion** to approve the March 22, 2023 Plan Commission Meeting Minutes.

**Motion carried** by unanimous voice vote.

- IV. Open Forum – Town-related Matters not on the Plan Commission’s Agenda: **NONE**
- V. Correspondence:
  - A. Distribution of the March 2023 Building Inspection Report.
- VI. Business:
  - A. Review/Recommendation: Plan Commission review & recommendation on proposed batch text amendments to the Town of Clayton Zoning Ordinance as described in Agenda Item II-A.

**MOTION:**

**Motion by** Commissioner Nemecek  
**Second by** Commissioner Haskell

**Motion** to recommend approval of the proposed batch text amendments to the Town of Clayton Zoning Ordinance as described in Agenda Item II-A.

**Motion carried** by unanimous voice vote.

- B. Review/Discussion: Plan Commission review & discussion on the proposed presentation slides for the April 26, 2023 Comprehensive Plan Public Information Meeting.

**NO ACTION TAKEN – DISCUSSION ITEM ONLY**

- VII. Upcoming Meeting Attendance
  - A. Annual Meeting of the Town’s Electors – April 18, 2023 7 pm
  - B. Annual Reorganizational Meeting – April 19, 2023 7 pm
  - C. Comprehensive Plan Public Information Meeting – April 26, 2023 5:30 pm to 7:00 pm

- VIII. Adjournment

**MOTION:**

**Motion by** Commissioner Haskell  
**Second by** Commissioner Nemecek

**Motion** to Adjourn the meeting at 7:44 pm.

**Motion carried** by unanimous voice vote.

Respectfully submitted,  
Kelsey Faust-Kubale, Clerk

DRAFT