

TOWN OF CLAYTON  
Town Plan Commission  
Meeting Minutes  
7:00 P.M. – on Wednesday, August 24, 2022  
Town Office Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Chair Knapinski called the meeting to order at 7:00 p.m.

A. Notice Verification, Roll

1. Pledge of Allegiance
2. Verification of Meeting Notice
3. Roll

a. Plan Commission Commissioners

Chair Knapinski	PRESENT
Commissioner Ketter	PRESENT
Commissioner Nemecek	PRESENT
Commissioner Linsmeier	EXCUSED
Commissioner Dorow	EXCUSED
Commissioner Haskell	PRESENT
Town Board Rep. Christianson	PRESENT

b. Staff

Administrator Straw	EXCUSED
Clerk Faust-Kubale	EXCUSED
Treasurer Wisnefske	PRESENT

II. Public Hearings: **NONE**

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, May 25, 2022 Plan Commission Meeting

**MOTION:**

**Motion by** Commissioner Nemecek

**Second by** Town Board Rep. Christianson

**Motion made** to approve the May 25, 2022 Plan Commission Meeting Minutes as presented.

**Motion carried**

IV. Open Forum: Town-related Matters not on the Plan Commission's Agenda:

- Shirley Olson, 8129 State Rd 76, Neenah, WI 54956 voiced concerns regarding the State Department of Transportation (DOT) project at the intersection of Larsen Rd and State Rd 76. Ms. Olson noted she owns 5 acres on State Rd 76 and wants to know if her parcel(s) will keep the same zoning if the DOT takes land when constructing the proposed roundabout.
- Andrew Wruck, 8101 State Rd 76, Neenah, WI 54956 shared and voiced the same concerns as Ms. Olson.

## V. Correspondence:

A. None

## VI. Business:

- A. Discussion/Recommendation: Plan Commission review and recommendation on survey questions for the Comprehensive Plan Survey to be distributed to residents.

The Commissioners reviewed a copy of the draft Comprehensive Plan Update Citizen Survey prepared by Eric Fowle, Cedar Corp.

The Commissioners discussed several ways to get the survey out to Town residents. Commissioner Nemecek was in favor of direct mailing. Chair Knapinski noted cost needs to be discussed whatever method is chosen. Mr. Fowle noted a web-based survey could be done via Survey Monkey. The Commissioners discussed how best to accomplish the survey.

**DISCUSSION ITEM MOVED FORWARD TO NEXT PLAN COMMISSION MEETING ON SEPTEMBER 14, 2022.**

- B. Discussion/Recommendation: Plan Commission review and recommendation on the meeting schedule for the Site Plan Review Ad Hoc Committee.

After speaking with the Town Planner, the Staff are recommending the Committee meet once a month on Thursday evenings at either 5 pm or 6 pm. There was an email sent to the Committee members to get feedback on which time would be preferred, and the responses received so far show preference for 5 pm. The Staff respectfully propose the first meeting date for the Committee to be September 8, 2022. One of the residents nominated, Joe Slezak, has also respectfully declined to serve on the Committee after the Plan Commission approved the list at the August 10, 2022 meeting.

Chair Knapinski suggested the first meeting date and time to be Sept 15<sup>th</sup> at 5pm if that works for the Committee members.

**NO FORMAL ACTION TAKEN – COMMITTEE MEMBERS WILL BE CONTACTED TO CONFIRM.**

- C. Review and Discussion: Plan Commission update on meeting between Staff and Appleton International Airport.

The Commissioners reviewed notes taken by the Town Planner from a meeting attended by Staff with representatives from Appleton International Airport, Outagamie County, and Cedar Corp. This outreach regarding solar opportunities was discussed at the July 13, 2022 Plan Commission meeting.

Chair Knapinski shared the potential impact of the airport runway expansion on the Town.

**DISCUSSION ITEM ONLY – NO ACTION TAKEN.**

- D. Review and Discussion: Plan Commission review and discussion on revisions to the Hwy 76/10 Master Plan Map.

The Commissioners reviewed find a copy of the current Master Plan Map. This agenda item came up as a result of the meeting regarding solar opportunities with Appleton International Airport and Outagamie County.

Eric Fowle, Cedar Corp, will be available to review the current map and land use categories with the Commissioners to begin discussion on how the map may be altered based on current Appleton International Airport runway expansion plans.

**DISCUSSION ITEM POSTPONED TO SEPTEMBER 28, 2022 MEETING.**

VII. Upcoming Meeting Attendance

- A. Plan Commission Comp Plan Meeting September 28, 2022 at 7:00 p.m.

VIII. Adjournment

**MOTION:**

**Motion by:** Commissioner Nemecek

**Second by:** Commissioner Haskell

**Motion** to Adjourn the meeting at 8:19 p.m.

**Motion carried**

Respectfully submitted,  
Kelly Wisnefske, Treasurer