

TOWN OF CLAYTON  
 Town Plan Commission Meeting Minutes  
 7:00 PM Wednesday, March 8, 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 PRESENT

Commissioner Haskell PRESENT

Commissioner VACANT

Town Board Rep. Christianson PRESENT

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 a Re-Zoning Application submitted by Martenson & Eisle, Inc., to re-zone Tax ID #006-0403-01 (8777 Oakwood Ave), owned by Jay Schultz. The application is to re-zone the listed parcels from R-1 (Rural Residential District) to A-2 (General Agriculture District).

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

III. Approval of Minutes:

A. Approval of the minutes of the Wednesday, January 25, 2023 Plan Commission Meeting

**MOTION:**

**Motion by** Commissioner Nemecek

**Second by** Commissioner Haskell

**Motion made** to approve the January 25, 2023 Plan Commission Meeting Minutes.

**Motion carried** by unanimous voice vote.

B. Approval of the minutes of the Wednesday, February 8, 2023 Plan Commission Meeting

**MOTION:**

**Motion by** Commissioner Nemecek

**Second by** Commissioner Haskell

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

**Motion carried** by unanimous voice vote.

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

- Derek Liebhauser, 3027 Ridgeway Dr, Neenah WI 54956 updated the Commissioners on the progress of his planned development.

V. Correspondence:

- A. Distribution of the February 2023 Building Inspector's Report.

VI. Business:

- A. Review/Recommendation: Plan Commission review & recommendation on a Re-Zoning Application submitted by Martenson & Eisle, Inc., & Resolution 2023-004, A Resolution Recommending the Re-Zone of Properties known as Tax ID #006-0403-01 (8777 Oakwood Ave) from R-1 (Rural Residential District) to A-2 (General Agriculture District).

**MOTION:**

**Motion by** Commissioner Haskell

**Second by** Commissioner Nemecek

**Motion made** to approve Resolution 2023-004 A Resolution Recommending the Re-zoning of Properties from R-1 (Rural Residential District) to A-2 (General Agriculture District).

**ROLL CALL:**

Commissioner Nemecek	Aye
Commissioner Haskell	Aye
Representative Christianson	Aye
Chair Knapinski	Aye
Commissioner Ketter	Aye
Commissioner Dorow	Aye

**Motion carried 6-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Jay Schultz to reconfigure Tax ID #006-0403-01 (8777 Oakwood Ave) and Tax ID #006-0403 into two (2) lots.

**MOTION:**

**Motion by** Commissioner Ketter

**Second by** Commissioner Dorow

**Motion made** to approve the CSM submitted by Jay Schultz with all Staff recommendations, including confirmation with Winnebago County if the Undelineated Wetland shall be shown on the face of the CSM.

**Motion carried** by unanimous voice vote.

- C. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Leif Bergstrom to combine Tax ID #006-0670-01-03 and Tax ID #006-0670-01-04 (3130 Rose Moon Way) into one (1) lot.

**MOTION:**

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

**Motion made** to approve the CSM submitted by Leif Bergstrom as presented.

**Motion carried** by unanimous voice vote.

- D. Review/Discussion: Plan Commission review & discussion on defining/regulating “flex space” within the Town Zoning Code of Ordinances & draft code amendments relating to Site Plan Review.

**DISCUSSION ITEM ONLY – NO ACTION TAKEN**

- E. Review/Discussion: Plan Commission review & discussion on the timeline for completion of the Comprehensive Plan Update.

**DISCUSSION ITEM ONLY – NO ACTION TAKEN**

- F. Review/Discussion: Plan Commission review & discussion on proposed revisions to update Part 3 of the Town of Clayton Comprehensive Plan: “Park and Open Space Plan 2016-2020” recommended by the Parks & Trails Committee.

**DISCUSSION ITEM ONLY – NO ACTION TAKEN**

- G. Review/Discussion: Plan Commission review & discussion on updates to the Town of Clayton Comprehensive Plan, including development tiers, utilities, & community facilities.

**DISCUSSION ITEM ONLY – NO ACTION TAKEN**

- VII. Upcoming Meeting Attendance  
VIII. Adjournment

**MOTION:**

**Motion by** Commissioner Haskell

**Second by** Commissioner Ketter

**Motion** to Adjourn the meeting at 9:08 pm.

**Motion carried** by unanimous voice vote.

Respectfully submitted,  
Kelsey Faust-Kubale, Clerk