



# PLAN COMMISSION MEETING

Wednesday, May 10, 2023 at 6:30 PM

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**Town Hall Meeting Room, 8348 Hickory Ave, Larsen, WI 54947**

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## MINUTES

### CALL TO ORDER

- A. Pledge of Allegiance
- B. Verification of Notice
- C. Meeting Roll

### PRESENT

Commissioner Ketter  
Town Board Rep. Christianson  
Commissioner Nemecek - exited meeting at 8:40 pm  
Commissioner Haskell  
Chair Knapinski

### ABSENT

Commissioner Dorow

### EXCUSED

Commissioner Hopkins

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski  
Code Administrator Kussow

### PUBLIC COMMENT

- A. Public Comment on a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC. The Applicants are requesting approval of the Scholar Ridge Estates Preliminary Plat, dividing Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, & Tax ID #006-0632 into 158 lots and 4 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses.

**No Public Comments. Public Comment closed at 6:31 pm.**

### APPROVAL OF MINUTES

- A. Approval of the minutes of the Wednesday, April 12, 2023 Plan Commission Meeting

### MOTION:

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Nemecek to approve the minutes of the Wednesday, April 12, 2023 Plan Commission Meeting as presented.

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

**Motion carried 5-0.**

**OPEN FORUM – Public comments addressed to the Plan Commission: NONE**

## **CORRESPONDENCE**

- A. Distribution of the April 2023 Building Inspection Report

## **BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Preliminary Plat, dividing Tax ID #006-0617 (2689 County Rd II), Tax ID #006-0618, & Tax ID #006-0632 into 158 lots and 4 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses.

### **MOTION:**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the Preliminary Plat Application with the following conditions:

1. Town Board allow for fee in lieu of land dedication pursuant to Section 7.10.08 (4)(b) of the Town of Clayton Subdivision Ordinance.
2. Detailed street, sanitary sewer, and water main plans and profiles shall be submitted to and approved by the Town Engineer and Town of Clayton Sanitary District #1, and Village of Fox Crossing, as applicable, prior to Final Plat approval by the Town and prior to commencing construction.
  - a. The Town Engineer may require that borings and soundings be made in designated areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to groundwater table.
  - b. Marlo Dr, Princeton Dr, and St Norbert Dr must comply with the Town's minimum road design standards as per the Town Minimum Road Design Standards Policy/Ordinance.
  - c. If requested by the subdivider, the Town Board allow for an exception/variance to the minimum road design standards for all platted roads, except Marlo Dr, Princeton Dr, and St Norbert Dr, to be constructed with 4 inches total asphalt pavement (2.25" binder layer & 1.75" surface layer), 12 Inches total gravel base (6 Inches of 3" B.A.D. & 6 Inches of ¾" B.A.D.), and geogrid, subject to: 1) The subdivider conducting soil borings and providing the Town a detailed geotechnical report with design calculations proving the proposed road design is suitable for the site; and 2) The subdivider providing

the Town an irrevocable financial commitment to cover the cost of road failure if road failure were to occur within 25 years after construction.

3. Detailed drainage, grading, storm sewer, and stormwater management plans and profiles shall be submitted to the Town Engineer for review and comment prior to Final Plat approval by the Town.

4. All permits and approvals required by the Wisconsin Department of Natural Resources and Winnebago County for stormwater management and erosion control shall be obtained prior to commencing construction.

5. The Wisconsin Department of Natural Resources jurisdictional determination/wetland exemption or Individual Permit for wetland disturbance shall be obtained prior to Final Plat approval by the Town and prior to commencing construction.

6. All permits and approvals required by the Wisconsin Department of Natural Resources, Town of Clayton, Village of Fox Crossing, and Town of Clayton Sanitary District #1 for sanitary sewer, water main, and street construction shall be obtained prior to Final Plat approval by the Town.

7. The subdivider shall execute a Public Improvement Agreement with the Town of Clayton, Village of Fox Crossing, and Town of Clayton Sanitary District #1, and provide requisite financial security for all public improvements prior to Town approval and as a condition of Town approval of the Final Plat.

8. A boundary amendment to the Town of Clayton Sanitary District #1, adding Tax ID # 006-0632 to the sanitary district, shall be approved and executed prior to Final Plat approval by the Town of any Final Plat including/dividing Tax ID #006-0632.

9. Written confirmation of the extraterritorial rights of both City of Neenah and Village of Fox Crossing over the subject property shall be submitted to the Town.

10. Eliminate Lot #53 from the plat due to the intermittent stream.

11. Subdivider shall explore a pedestrian solution throughout the plat in addition to the public trail on Marlo Dr.

12. Review from Clayton Protective Services Department, Town of Clayton Public Works Department, US Postal Service, and Winnebago County for items including, but not limited to, public safety access, plowing access, method of postal service, future development along County Rd II with respect to the proposed trail. The subdivider shall be responsible for construction of the public trail along/within the County Rd II right-of-way.

**Voting Yea:** Town Board Rep. Christianson, Commissioner Nemecek,

Commissioner Haskell, Chair Knapinski

**Voting Nay:** Commissioner Ketter

**Motion carried 4-1.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by CRL Surveying, LLC, on behalf of Kenneth Christian for approval of a CSM dividing Tax ID #006-0187-01 (4757 N Loop Rd) into two (2) lots.

**MOTION:**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Ketter to recommend approval of the CSM with the "right to farm" language be added per Staff's recommendation.

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

**Motion carried 4-0.**

- C. Review/Discussion: Plan Commission review & discussion on a Concept Plan Review Application submitted by Jeffrey Houts for a proposed personal storage facility/storage buildings condominium development on Tax ID #006-0895-07 (7568 Black Top Way).

**DISCUSSION ONLY - NO ACTION TAKEN.**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission - May 24; June 14 & 28; July 12  
B. Town Board - May 17; June 7 & 21; July 5 & 19

**ADJOURNMENT**

**MOTION:**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Ketter.

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

**Motion carried 4-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk