



BOARD OF SUPERVISORS MEETING

Wednesday, July 17, 2024 at 6:30 PM

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

MINUTES

CALL TO ORDER – Chair Geise called the meeting to order at 6:30 pm

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, July 3, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, July 3, 2024 Town Board Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Caitlin Walchonski, 3557 Golden Harvest Dr, Neenah, addressed the Board with concerns for safety within her subdivision, stemming from a June incident with a neighbor and their dogs.

CORRESPONDENCE

- A. Distribution of the June 2024 Building Inspection Report
- B. Distribution of the 2023 Annual Financial Report prepared by KerberRose

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. County Board Supervisor Report
- B. Winnebago County Sheriff's Department – Public Concerns and Issues
- C. Larsen/Winchester Sanitary District Report
- D. Administrator's Report

- E. Chair & Supervisor Reports

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Kristin Schroeder, Larsen Tavern
- B. New - Taylor Hamer

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Jesse May for a proposed short-term rental accessory use on Tax ID #006-1708 addressed as 3623 Jadetree Terrace.

MOTION

Motion made by unanimous consent to approve the Conditional Use Application submitted by Jesse May for a proposed short-term rental accessory use with the following conditions which shall be met and acknowledged within 30 days of Town Board approval:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.

16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

- B. Plan Commission Discussion: Town Board review & discussion on a Conditional Use Permit Application submitted by Rob & Carla Hackbarth for a proposed short-term rental accessory use on Tax ID #006-1496 addressed as 7980 Coleman Ridge.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- C. Plan Commission Recommendation: Town Board review & consideration on a Certified Survey Map (CSM) Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein for a proposed CSM dividing Tax ID #006-0572 (3960 Larsen Rd) into two (2) lots.

MOTION

Motion made by unanimous consent to approve the CSM Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein with the following conditions:

1. The surveyor's certificate shall be signed and sealed with the same revision dates on all pages.
2. All existing buildings and structures shall be added to the CSM.
3. The subdivider's address shall be added to the CSM.

Motion carried by unanimous voice vote.

- D. Plan Commission Recommendation: Town Board review & consideration on a Certified Survey Map (CSM) Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC to establish zero lot lines for the planned Twin Homes to be located on Tax ID #006-1805 (2642 and 2644 Princeton Dr) & Tax ID #006-1806 (2648 and 2650 Princeton Dr).

MOTION

Motion made by unanimous consent to approve the CSM Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC with the following conditions:

1. Dwelling units in a Twin Home shall be subject to a joint cross-access and maintenance agreement as approved by the Zoning Administrator. The written agreement required by Chapter 9.08-256 of the Zoning Ordinance shall be recorded with each lot in the office of the Register of Deeds for Winnebago County.
2. The surveyor's certificate shall be signed and sealed with the same revision date on all pages.
3. The required side yard and rear yard notes be removed.

Motion carried by unanimous voice vote.

- E. Plan Commission Recommendation: Town Board review & consideration on a Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC for a Condominium Plat affecting Tax ID #006-1802 (2601 and 2603 St Thomas Ln).

MOTION

Motion made by unanimous consent to approve the Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC with the following conditions:

1. The specific references to the areas identified as "unit" and "limited common element" are unclear and shall be revised and/or clarified. Unit labels shall be placed on top of the respective features.
2. The North / South line bisecting the plat is unclear and shall be removed or clarified. A Condo Plat cannot be utilized to divide lands.
3. Right to Farm language shall be added to the plat per the Town's Subdivision Ordinance.

Motion carried by unanimous voice vote.

- F. Plan Commission Recommendation: Town Board review & consideration on a Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group LLC, for approval of revisions to Scholar Ridge Estates Plat, dividing Tax ID #006-0618-01 (Marlo Ave / St Norbert Dr) & Tax ID #006-0632 into 106 lots intended for a combination of two-family residential & single-family residential uses.

MOTION

Motion made by unanimous consent to approve the Preliminary Plat Application submitted by McMahon Associates Inc. on behalf of Clayton Development Group with the following conditions:

1. Environmental Corridor setback provisions shall be noted on the plat.
2. Stormwater management plans are required to be provided to the Town in conjunction with Winnebago County requirements. This shall include drainage, grading, storm sewer plans and profile drawings prior to final plat approval.
3. Drainage easement restrictions, and grading & drainage notes shall be noted on the plat prior to final plat approval.
4. Detailed road, sanitary sewer, and water main plans and profile drawings shall be provided to the Town for review prior to final plat approval.
5. Boundary amendment to Clayton Sanitary District #1 is required prior to final plat approval.
6. Road dedications shall be explicitly stated on the plat, and ownership and intended use of all outlots shall be stated on the plat prior to final plat approval.
7. Existing zoning on the adjacent lots are incorrect and should be corrected prior to final plat approval.
8. Right to Farm language shall be added to the plat prior to final plat approval.
9. Since there are no longer any wetlands within the plat boundary, the wetlands reference should be removed from the legend prior to final plat approval.

10. Per WI Chapter 236, the exact width of the drainage easement running with the intermittent stream must be noted on the plat prior to final plat approval.

11. Prior to final plat submittal, documentation shall be provided to the Town indicating the drain tile, intake structure, and multiple rock wall / dam structures identified in the WDNR navigability letter have been removed and/or adequately addressed.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Aug 7 & 21; Sept 4 & 18; Oct 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - Aug 14; Sept 11; Oct 9
- C. Clayton Fire Rescue Touch A Truck - August 17 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:25 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk