



BOARD OF SUPERVISORS MEETING AMENDED

Wednesday, June 19, 2024 at 6:30 PM

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

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 5, 2024 Town Board Meeting

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Individuals properly signed in may speak directly to the Town Board on non-repetitive Town Matters whether on or not on the agenda. Commentators must wait to be called, must speak from the podium, directing their comments to the Board. Comments must be orderly, and will be limited to a maximum of **2 minutes** per person. ***Public comment is not permitted outside of this public comment period.*** **Note:** The Board's ability to act on or respond to the public comments is limited by Chapter 19, Wis. Stats. Please complete the "Request to Speak at Meeting" form located on the agenda/sign-in table and submit the form to the Town Clerk for in-person attendance.

CORRESPONDENCE

- A. Distribution of the May 2024 Building Inspection Report
- B. Distribution of the May 2024 Winnebago County Tonnage Report
- C. Distribution of a request received June 10, 2024, to amend the Town of Clayton Ordinance 2021-001 relating to All-Terrain/Utility-Terrain Vehicles & Routes within the Town.
- D. Distribution of the Lion's Club proposed Pickleball / Basketball Court at Trailhead Park

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Winnebago County Sheriff's Department – Public Concerns and Issues
- B. Department of Public Safety Report
- C. Larsen/Winchester Sanitary District Report
- D. Administrator's Report
- E. Chair & Supervisor Reports

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Steve Kuehl
- B. New - Abygail Davis, Larsen Tavern
- C. Renewal - David Cheslock
- D. Renewal - Alexandra Hueller, Woodshed

- E. Renewal - Elise Herman, Winagamie Golf Course

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use on Tax ID #006-1277 addressed as 9262 Bomar Ave.
- B. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Brian Piechocki for a proposed short-term rental accessory use on Tax ID #006-0888 addressed as 2675 Oakridge Rd.
- C. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Jesse Gander for a proposed short-term rental accessory use on Tax ID #006-0564 addressed as 8426 County Rd T.
- D. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Patrick Ostroth for a proposed short-term rental accessory use on Tax ID #006-0782-01 addressed as 7539 Green Meadow Rd.
- E. Plan Commission Recommendation: Town Board review & consideration on a Conditional Use Permit Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use on Tax ID #006-1699 addressed as 3646 Emerald Crown Pkwy.
- F. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Nick Schmidt on behalf of Big Ring Properties, LLC for a proposed CSM dividing Tax ID #006-0006-10-02 (Lind Ln) into two (2) lots.
- G. Plan Commission Recommendation: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Corey Kalkofen of McMahan Associates Inc. on behalf of Pint, LLC & KBN LLC for a proposed CSM dividing & reconfiguring Tax ID #006-0370 (2590 County Rd II), Tax ID #006-0370-06, & Tax ID #006-0370-07 into two (2) lots.
- H. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.
- I. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.
- J. Plan Commission Recommendation: Town Board review & discussion on a Concept Plan Review Application submitted by Troy Ribble for a proposed land division reconfiguring a portion of Tax ID #006-0006-02-02 (9670 Lind Ln); Tax ID #006-0006-09 (9618 Lind Ln); and all of Tax ID #006-00006-10-02 into five lots.
- K. Plan Commission Recommendation: Town Board review & discussion on a Concept Plan for the proposed move of a Habitable Building to Tax ID #006-0006-06 (Lind Ln) indicating where the final structures will be located.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Ordinance 2024-001 Relating to the Confidentiality of Information About Income & Expenses Requested by the Assessor in Property Assessment Matters.
- B. Discussion/Action: Town Board review & consideration of Invoice #6072151 submitted by Bassett Mechanical in the amount of \$6,611.82 for work performed on the Town Hall boiler system.
- C. Discussion/Action: Town Board review & consideration of a Building Moving Permit Application submitted by Brandon Ribble or assigns for the proposed moving of a house to Tax ID #006-0006-06 (9614 Lind Ln).
- D. Discussion/Action: Town Board review & consideration of a Developer Agreement submitted by Last Time Realty LLC for a proposed heavy vehicle sales and development on Tax ID #006-0341-02 (W American Dr).

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - July 3 & 17; Aug 7 & 21; Sept 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - July 10; Aug 14; Sept 11
- C. Town of Clayton TID #1 Annual Meeting - June 20 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

Respectfully submitted,

Russell D. Geise
Town Chairperson

Pursuant to Wisconsin Statute 19.84 (2) and (3) notice is hereby given to the public and the media that two or more members of any or all Boards, Commissions, and Committees of the Town of Clayton, may attend the meeting of the Town Board in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Town Board action.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please call the Town Office at 920.836.2007.

This agenda has been posted at the following locations in the Town of Clayton:

1. The Town Hall Posting Board – 8348 Hickory Ave, Larsen, WI 54947
2. The Town’s Web Page: --



BOARD OF SUPERVISORS MEETING

Wednesday, June 05, 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

EXCUSED

Supervisor Reif

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Treasurer Fietzer
 Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 15, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, May 15, 2024, Town Board Meeting.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Mark Westphal, 945 Hunt Ave, Neenah, WI asked for action on construction of a planned road on the Town-owned parcel of land, Tax ID #006-0391-05 (County Rd II).

CORRESPONDENCE

- A. Distribution of a Save the Date for Winnebago County Emergency Management Municipal Readiness Workshop on June 18, 2024
- B. Distribution of the meeting materials for the June 5, 2024 Fox West Regional Sewerage Commission Meeting

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 - Susan Erdmann, Larsen Tavern
- B. New - Kaitlyn Dietz, Westridge Golf Course
- C. New - Megan Hunt, Westridge Golf Course
- D. New - Olivia Pratt, Willie Beamons

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the following Alcohol License Applications:

The following parties have submitted renewal applications for a Class "B" license to sell fermented malt beverages, and a "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2024 through June 30, 2025, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. EJ Phoenix Enterprises LLC (DBA Century Elm Supper Club), 8300 Hickory Ave, Larsen, WI 54947; Agent: Elizabeth Jackson
- b. Stephanie J. Sweere (DBA The Larsen Tavern), 8338 Hickory Ave, Larsen, WI 54947; Agent: Stephanie J. Sweere
- b. Ridgeway Country Club Inc., 2913 County Road II, Neenah, WI 54956; Agent: Scott A. Lemire
- c. Micki D's, LLC (DBA The ReMixx), 8386 State Road 76 Suite B, Neenah, WI 54956; Agent: Michelle A. Baumann
- d. KBN LLC (DBA Willie Beamons), 2590 County Road II, Neenah, WI 54956; Agent: Nicholas Blythe
- e. Winagamie, Inc. (DBA Winagamie Golf Course), 3501 Winnegamie Drive, Neenah, WI 54956; Agent: Matthew Burry
- f. The Woodshed Inc., (DBA The Woodshed Bar and Grill), 2895 County Road II, Neenah, WI 54956; Agent: Dino O. Valeri

MOTION

Motion made by unanimous consent to approve the following applications submitted for Class "B" licenses to sell fermented malt beverages, and "Class B" licenses to sell intoxicating liquors for the licensing period July 1, 2024, through June 30, 2025, subject to compliance with State Statutes and Municipal Ordinances:

EJ Phoenix Enterprises LLC (DBA Century Elm Supper Club), 8300 Hickory Ave, Larsen WI 54947; Agent: Elisabeth Jackson

Stephanie J. Sweere (DBA The Larsen Tavern), 8338 Hickory Ave, Larsen WI 54947; Agent: Stephanie J. Sweere

Ridgeway Country Club, Inc., 2913 County Rd II, Neenah WI 54956; Agent: Scott A. Lemire

Micki D's, LLC (DBA The ReMixx), 8386 State Road 76 Suite B, Neenah WI 54956; Agent: Michelle A. Baumann

KBN LLC (DBA Willie Beamons), 2590 County Rd II, Neenah WI 54956; Agent: Nicholas Blythe

Winagamie, Inc. (DBA Winagamie Golf Course), 3501 Winnegamie Drive, Neenah WI 54956; Agent: Matthew Burry

The Woodshed Inc., (DBA The Woodshed Bar and Grill), 2895 County Road II, Neenah WI 54956; Agent: Dino O. Valeri

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of the following Alcohol License Application:

The following party has submitted a renewal application for a Reserve Class "B" license to sell fermented malt beverages, and a Reserve "Class B" license to sell intoxicating liquors on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2024 through June 30, 2025, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

a. Leisure Golf #1, LLC, (DBA Westridge Golf Course), 8130 Golf Course Drive, Neenah, WI 54956; Agent: Rory Burton

MOTION

Motion made by unanimous consent to approve the following application submitted by Leisure Golf #1, LLC (DBA Westridge Golf Course), for a Reserve Class "B" license to sell fermented malt beverages, and Reserve "Class B" license to sell intoxicating liquors for the licensing period July 1, 2024, through June 30, 2025, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the following Alcohol License Applications:

The following parties have submitted a renewal application for a Class "B" license to sell fermented malt beverages on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2024 through June 30, 2025, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

a. Dale Mart LLC, (DBA Kitchen Comfort), 8510 State Road 76 Unit 2, Neenah, WI 54956; Agent: Dinesh Tiwari

MOTION

Motion made by unanimous consent to approve the following application submitted by Dale Mart LLC (DBA Kitchen Comfort), for a Class "B" license to sell fermented malt beverages for the licensing period July 1, 2024, through June 30, 2025, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

- D. Discussion/Action: Town Board review & consideration of the following Alcohol License Application:

The following party has an application for a "Class A" license to sell intoxicating liquors, and a Class "A" license to sell fermented malt beverages on file in the Town of Clayton Clerk's Office for the licensing period of July 1, 2024 through June 30, 2025, the granting of which is now pending and subject to compliance with State Statutes and Municipal Ordinances:

- a. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Road 76 Unit 1, Neenah, WI 54956; Agent: Durga Tiwari

MOTION

Motion made by unanimous consent to approve the following application submitted by Hollandtown Minimart LLC (DBA Ridgeway BP), for a Class "A" license to sell fermented malt beverages, and a "Class A" license to sell intoxicating liquors for the licensing period July 1, 2024, through June 30, 2025, subject to compliance with State Statutes and Municipal Ordinances.

Motion carried by unanimous voice vote.

- E. Discussion/Action: Town Board review & consideration of the following Cigarette License Applications:

The following parties have applied for a Cigarette and Tobacco Products License in and for the Town of Clayton, for the period of July 1, 2024 to June 30, 2025, subject to compliance with State Statutes and Municipal Ordinances:

- a. Ridgeway Country Club, Inc, 2913 County Road II, Neenah, WI 54956; Agent: Scott A. Lemire
 b. Hollandtown Minimart, LLC, (DBA Ridgeway BP), 8510 State Road 76, Neenah, WI 54956; Agent: Durga Tiwari

MOTION

Motion made by unanimous consent to approve the following applications submitted for a Cigarette and Tobacco Products License for the licensing period July 1, 2024, through June 30, 2025, subject to compliance with State Statutes and Municipal Ordinances:

Ridgeway Country Club, Inc., 2913 County Rd II, Neenah WI 54956; Agent: Scott A. Lemire

Hollandtown Minimart, LLC (DBA Ridgeway BP), 8510 State Road 76, Neenah WI 54956; Agent: Durga Tiwari

Motion carried by unanimous voice vote.

- F. Discussion/Action: Town Board review & consideration of Estimate #7457 submitted by Fox Cities Sign LLC for new signage to replace the existing "Welcome to Town of Clayton" signage in the amount of \$5,512.00.

MOTION

Motion made by unanimous consent to approve Estimate #7457 submitted by Fox Cities Sign LLC in the amount of \$5,512.00.

Motion carried by unanimous voice vote.

- G. Discussion/Action: Town Board review & consideration of a Tax Increment Finance (TIF) Application submitted by Last Time Realty LLC for a proposed heavy vehicle sales and rental development on Tax ID #006-0341-02 (West American Dr).

MOTION

Motion made by unanimous consent to approve the TIF Application submitted by Last Time Realty LLC as presented & authorize the Administrator to proceed as necessary to execute the agreement.

Motion carried by unanimous voice vote.

REVIEW OF DISBURSEMENTS

- A. Check Summary Register

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 19; July 3 & 17; Aug 7 & 21
 B. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
 C. Town of Clayton TID #1 Annual Meeting - June 20 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:05 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
 Town Clerk

INTERMUNICIPAL REPORT MAY 2024 PERMITTING

Item A.

YEAR TO DATE SUMMARY

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	YEAR TO DATE TOTAL
TOWN OF CLAYTON PERMITS:													
5/1/2024	77-24-5B	ERIC MAYER	9362 BROAD MEADOW	DETACHED GARAGE	SELF	\$ 1,000.00	\$ 192.16	\$ 153.73	Town of Clayton	\$ 1,981,140.00	\$ 15,823.68	\$ 12,658.94	\$ 35,492.91
5/1/2024	78-24-5E	ERIC MAYER	9362 BROAD MEADOW	ELECT GARAGE	SELF	\$ 20,000.00	\$ 121.08	\$ 96.86	Town of Winneconne	\$ 1,000.00	\$ 4,458.41	\$ 3,566.73	\$ 7,302.59
5/1/2024	79-24-5P	JASON HALVERSON	4508 GRANDVIEW	PLUMB REMOD	BATH FITTERS	\$ 6,990.00	\$ 76.00	\$ 60.80	Total	\$ 1,982,140.00	\$ 20,282.09	\$ 16,225.67	\$ 42,795.50
5/1/2024	79-24-5E	MARK WINTER HOMES	8373 ST NORBERT	NSFD ELECT	KAMPO ELECT	\$ 9,500.00	\$ 298.44	\$ 238.75					
5/1/2024	80-24-5B	PATRICK JONES	3001 W SHADY	REROOF	SECURITY LUEBKE	\$ 19,000.00	\$ 75.00	\$ 60.00					
5/2/2024	81-24-5E	MARK WINTER HOMES	8373 ST NORBERT	NSFD HVAC	VAN HANDEL HVAC	\$ 13,000.00	\$ 298.44	\$ 238.75	Full Burden Wage				\$ -
5/8/2024	82-24-5B	ELIZABETH SCHMITT	3637 LARSEN	REROOF	PUROCLEAN	\$ 29,000.00	\$ 75.00	\$ 60.00					
5/8/2024	83-24-5B	RICHARD ROSENOW	3108 W SHADY	SIDING	HOME PRO	\$ 17,750.00	\$ 75.00	\$ 60.00	Net Profit (Loss)	\$ 16,225.67			\$ 42,795.50
5/14/2024	84-24-5E	SCOTT VANDEN BOOM	8394 WHISPERING MEADOWS	NSFD ELECT	BADER ELECT	\$ 18,000.00	\$ 417.72	\$ 334.18					
5/14/2024	85-24-5B	TIM MARKUS	8156 LEHRER	GARDEN SHED	SELF	\$ 5,000.00	\$ 114.40	\$ 91.52					
5/14/2024	86-24-5P	MARK WINTER HOMES	8373 ST NORBERT	NSFD PLUMB	EDW RADTKE PLUMB	\$ 22,000.00	\$ 298.44	\$ 238.75					
5/14/2024	87-24-5H	MARCUS MAIER	2926 WINDFIELD	INSTALL MINI SPLIT SYSTEM	BLACK-HAAK	\$ 20,000.00	\$ 75.00	\$ 60.00					
5/20/2024	88-24-5B	TRAVIS PASCHEN	8453 WHISPERING MEADOWS	NSFD	CYPRESS HOMES	\$ 900,000.00	\$ 1,033.04	\$ 826.43					
5/21/2024	89-24-5B	MARCUS SHIMON	3261 WISMER	DECK	SELF	\$ 7,500.00	\$ 145.84	\$ 116.67					
5/21/2024	90-24-5B	MITCHELL ZOLP	4675 GRANDVIEW	GARAGE ADDN	SELF	\$ 16,900.00	\$ 284.56	\$ 227.65					
5/21/2024	91-24-5B	JERRY TZAKAIS	9575 CLAYTON	GARDEN SHED	SELF	\$ 5,500.00	\$ 134.56	\$ 107.65					
5/21/2024	92-24-5B	JESSE MAY	3623 JADETREE	DETACHED GARAGE	SELF	\$ 50,000.00	\$ 175.00	\$ 140.00					
5/28/2024	93-24-5E	DAVID SAUER	7582 HWY 76	SERVICE CHANGE	GILLETT ELECT	\$ 20,000.00	\$ 100.00	\$ 80.00					
5/30/2024	94-24-5B	DEREK LEIBHAUSER	2689 CTY II #2	MULTI FAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
5/30/2024	95-24-5B	DEREK LEIBHAUSER	2689 CTY II #3	MULTI FAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
5/30/2024	69-24-5B	DEREK LEIBHAUSER	2689 CTY II #4	MULTI FAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
5/30/2024	70-24-5B	DEREK LEIBHAUSER	2689 CTY II #5	MULTI FAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
5/30/2024	71-24-5B	DEREK LEIBHAUSER	2689 CTY II#7	MULTI FAMILY	RODAC	\$ 160,000.00	\$ 2,366.80	\$ 1,893.44					
TOTALS						\$1,981,140.00	\$15,823.68	\$12,658.94					
TOWN OF WINNECONNE PERMITS:													
5/1/2024	32-24-5B	CHRIS VAN DYKE	5587 CTY G	DETACHED GARAGE	CLEARLY BLDGS	\$ 57,000.00	\$ 217.80	\$ 174.24					
5/2/2024	33-24-5E	JANICE NEHRKORN	5941 OAK	SERVICE	SCHEIDECKER ELECT	\$ 1,500.00	\$ 60.00	\$ 48.00					
5/7/2024	34-24-5B	CROSS FARMS	7022 CROSS RD	3 NEW BUILDINGS	ROSEKA ALL CONST	\$ 750,000.00	\$ 1,500.00	\$ 1,200.00					
5/7/2024	35-24-5B	DEVIN WINTER	5495 FERNDALE	FINISH DECK	SELF	\$ 20,000.00	\$ 75.00	\$ 60.00					
5/13/2024	36-24-5B	LARRY MUELLER	6999 CLOW	NSFD	HUISMAN HOMES		\$ 500.00	\$ 400.00					
5/13/2024		LARRY MUELLER	6999 CLOW	TOWN FEES	HUISMAN HOMES	\$ 393,000.00	\$ 510.00	\$ 408.00					
5/14/2024	37-24-5E	JASON GERBISCH	6874 SUNSET TR	NSFD ELECT	PREFERRED ELECT	\$ 12,000.00	\$ 169.80	\$ 135.84					
5/14/2024	38-24-5E	ISAIAH THEDE	6061 HARBOUR VIEW	NSFD ELECT	PRECISION ELECT	\$ 19,000.00	\$ 215.07	\$ 172.06					
5/14/2024	39-24-5H	ISAIAH THEDE	6061 HARBOUR VIEW	NSFD HVAC	KURT ZENTNER HVAC	\$ 12,000.00	\$ 215.07	\$ 172.06					
5/14/2024	40-24-5P	ISAIAH THEDE	6061 HARBOUR VIEW	NSFD PLUMB	FENNIS PLUMB	\$ 18,500.00	\$ 215.07	\$ 172.06					
5/14/2024	41-24-5B	REBECCA REITZ	5143 N HARBOUR	BATH REMOD	A-SQUARE BLDRS	\$ 15,000.00	\$ 90.00	\$ 72.00					
5/14/2024	42-24-5P	REBECCA REITZ	5143 N HARBOUR	BATH REMOD PLUMB	ALL AREA PLUMB	\$ 5,900.00	\$ 48.00	\$ 38.40					
5/14/2024	43-24-5E	REBECCA REITZ	5143 N HARBOUR	BATH REMOD ELECT	DIERSEN ELECT	\$ 2,100.00	\$ 48.00	\$ 38.40					
5/14/2024	44-24-5H	JASON GERBISCH	6874 SUNSET TR	NSFD HVAC	MERTENS HVAC	\$ 36,000.00	\$ 169.80	\$ 135.84					
5/14/2024	45-24-5B	MARK DAHNKE	6567 LASLEY SHORE	DETACHED GARAGE	HOFFMAN & STROBEL	\$ 50,000.00	\$ 195.00	\$ 156.00					
5/15/2024	46-24-5P	JASON GERBISCH	6874 SUNSET TR	NSFD PLUMB	J COX	\$ 20,000.00	\$ 169.80	\$ 135.84					
5/22/2024	47-24-5E	DON SLEIK	6991 CROSS	SERVICE CHANGE	EAGLE ELECT	\$ 1,000.00	\$ 60.00	\$ 48.00					
5/22/2024	48-24-5H	JAMIE MUSSELMAN	6460 SUNSHINE HARBOUR	NSFD HVAC	C&S HEATING	\$ 13,000.00	\$ 214.11	\$ 171.29					
5/28/2024	49-24-5E	LARRY MUELLER	6999 CLOW	NSFD ELECT	GILLETT ELECT	\$ 12,000.00	\$ 183.36	\$ 146.69					
5/29/2024	50-24-5P	MITCH KERRY	5870 LAKEWIND	BATH REMOD	TUNDRALAND	\$ 9,905.00	\$ 45.00	\$ 36.00					
TOTALS						\$ 619,405.00	\$ 4,458.41	\$ 3,566.73					

**WINNEBAGO COUNTY SOLID WASTE MANAGEMENT BOARD
2024 RECYCLING TONNAGE REPORT**

	January	February	March	April	May	June	July	August	September	October	November	December	YTD	
	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	SS Tons	
T. Algoma	48.78	57.51	55.09	38.92	44.79								245.09	T. Algoma
T. Black Wolf	16.36	20.52	14.97	17.86	25.28								94.99	T. Black Wolf
T. Clayton	41.50	27.60	27.02	39.08	35.49								170.69	T. Clayton
V. Fox Crossing	118.23	100.41	96.94	101.86	124.54								541.98	V. Fox Crossing
T. Neenah	28.08	25.51	21.28	22.03	33.46								130.36	T. Neenah
T. Nekimi	9.23	6.70	6.89	8.52	11.21								42.55	T. Nekimi
T. Omro	12.75	7.45	7.95	11.16	9.44								48.75	T. Omro
T. Vinland	17.76	12.31	11.17	16.82	14.70								72.76	T. Vinland
T. Winchester	12.58	11.94	11.73	3.66	13.88								53.79	T. Winchester
T. Winneconne	17.27	21.21	20.41	15.06	10.94								84.89	T. Winneconne
T. Wolf River	9.05	6.95	6.25	5.86	7.21								35.32	T. Wolf River
V. Winneconne	13.28	13.59	14.89	11.72	17.61								71.09	V. Winneconne
C. Menasha	136.60	81.09	104.30	112.07	96.12								530.18	C. Menasha
C. Neenah	182.85	151.44	151.85	174.66	184.49								845.29	C. Neenah
C. Omro	12.75	21.42	21.10	18.48	20.55								94.30	C. Omro
C. Oshkosh	337.77	294.93	284.63	320.91	332.79								1571.03	C. Oshkosh
Other SS	257.02	235.29	276.81	333.12	340.33								1442.57	Other SS
TOTAL TONS	1271.86	1095.87	1133.28	1251.79	1322.83								6075.63	TOTAL TONS

	Population	SS lbs./person		Population	SS lbs./person		Population	SS lbs./person
T. Algoma	6,939	70.64	T. Omro	2,375	41.05	C. Menasha	18,576	57.08
T. Black Wolf	2,422	78.44	T. Vinland	1,757	82.82	C. Neenah	27,560	61.34
T. Clayton	4,394	77.69	T. Winchester	1,784	60.30	C. Omro	3,629	51.97
V. Fox Crossing	19,113	56.71	T. Winneconne	2,637	64.38	C. Oshkosh	66,986	46.91
T. Neenah	3,669	71.06	T. Wolf River	1,210	58.38			
T. Nekimi	1,325	64.23	V. Winneconne	2,519	56.44	Total	166,895	55.52

Town of Clayton
8348 Hickory Ave
Larsen, WI 54947

Re: Amending the current ATV/UTV Ordinance

Good evening.

I am writing this letter on behalf of Knight Riders ATV Club, all ATV/UTV enthusiasts in the Town of Winchester and surrounding areas. We are requesting a review of the current Town of Clayton Ordinance Number: 2021-001 signed February 3, 2021 to create travel corridors and uniformity between the rural townships. We are requesting a review of:

- 1) Time of operation to 24/7 365.

Time of Operation: Regarding the modification to the town's current ordinance restricting the operation hours from 10:00 PM to 6:00 AM. Some townships, counties and the state of Wisconsin are much less restrictive. Most townships oppose this time restriction citing reasons such as wanting to be able to go hunting or fishing early in the morning or being able to hunt in the evening which would get the hunter home after dark, people on shift work, being out for dinner at a popular restaurant and there being a longer wait than anticipated causing the rider to leave the restaurant later than expected, etc.

Wisconsin State Statute 23.33 doesn't have any operation time restrictions for ATV/UTV/s. We would like the town to adopt the state statute in its entirety without exception to time of operation. Our surrounding counties Outagamie and Waupaca do not have a time restriction. We are requesting the time to change to 24/7 365.

Regarding State Statute 23.33, the statute by which all town ATV/UTV ordinances are modelled after, riders are to have functional headlights, taillights and brake lights, riders must be 16 years old, helmets for riders under 18 years old, and wearing seatbelts on machines if so equipped. Most notably here, if the machines are required to have working headlights, taillights, and brake lights, what reason does the town have that the machines need to be off the road after 10:00 PM? Many of the UTV owners have dealers install turn signal kits or they install aftermarket turn signal kits. No other user of the roads have operating hour restriction so why should the ATV/UTVs?

In 2023 an Economic Impact Study was completed. The study revealed the ATV/UTV Industry and Riders generated \$5.4 Billion in total Economic Activity in the State of Wisconsin during 2023.

Thank you for your time and consideration.



Robert & Gail Haag
Knight Riders ATV Club
June 10, 2023

Lion's Club Tentative Plan regarding Basketball/Pickleball Court at Trailhead Park

The surface will be resealed with Sports Court & will be repainted with both Basketball and Pickleball court lines

The Lion's Club is waiting on final quotes for the resealing and painting & has been in communication with Staff.

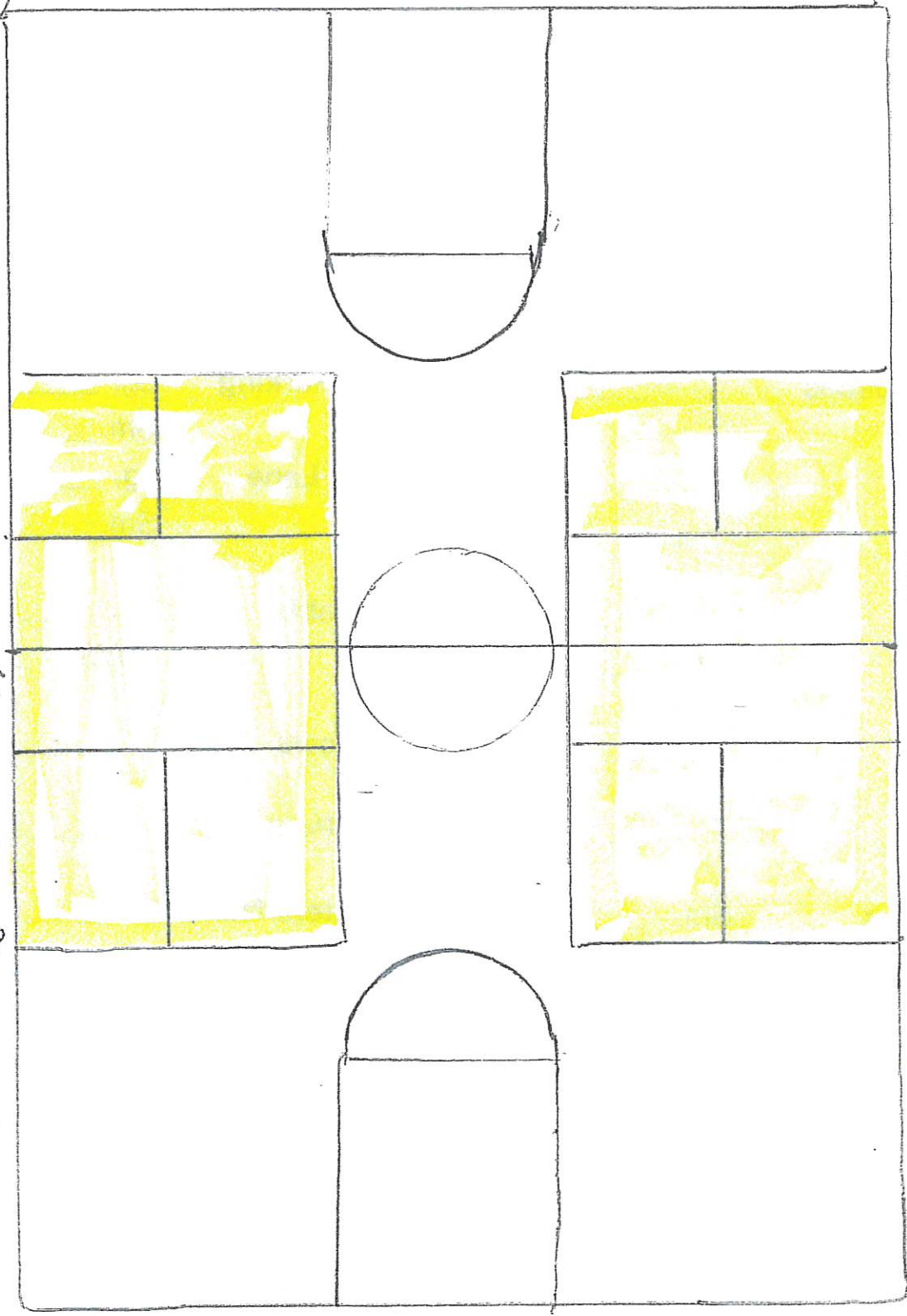
Final Board approval will be needed before proceeding

Not to Scale

N ↑

Pickle Ball Court Lines

Pickleball Court Lines



Department of Public Safety

June 11th. 2024

DPS Report to Town Board

As of June 11th. 2024 the Dept. has been paged-out for 121 calls. Sixty-eight were EMR calls and forty-six were fire calls, and seven, that were both. This compares to 107 to date in 2023. This is an increase of 16% over 2023.

Our new radios purchased with an ARPA grant from Winnebago County have been ordered. Delivery for some is as early as the end of June and the balance around the end of September. We have already received the funds from the county, so we are gaining interest until we pay after delivery.

Our new EMR Kiara has completed her schooling and is rostered with the state as a CFR member.

On June 10th, several members of CFR performed the final checkout on our new apparatus. We created a punch list of concerns and reviewed the list Pierce personnel. Pierce is addressing the items. The truck should be ready for us to pick up within a week. We will be scheduling training sessions provided by our dealer.

Our Touch-A-Truck event is August 17th. I invite the board to stop in and see the wide variety of equipment available if needed by our mutual aid partners.

We are looking for rescue heroes to join our department. Your help in spreading the word is appreciated.

Please consider donating blood. The need is great, and donors are in short supply.

Please contact me with questions or concerns,

Director Rieckmann

MEMORANDUM

Business Referred by Plan Commission

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration on a Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use on Tax ID #006-1277 addressed as 9262 Bomar Ave.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use with all Recommendations & Conditions, and that all conditions are met and acknowledged within 30 days of Town Board approval.

Re: Town Board review & consideration on a Conditional Use Application submitted by Brian Piechocki for a proposed short-term rental accessory use on Tax ID #006-0888 addressed as 2675 Oakridge Rd.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Application submitted by Brian Piechocki for a proposed short-term rental accessory use with all Recommendations & Conditions, and that all conditions are met and acknowledged within 30 days of Town Board approval.

Re: Town Board review & consideration on a Conditional Use Application submitted by Jesse Gander for a proposed short-term rental accessory use on Tax ID #006-0564 addressed as 8426 County Rd T.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Application submitted by Jesse Gander for a proposed short-term rental accessory use with all Recommendations & Conditions, and that all conditions are met and acknowledged within 30 days of Town Board approval.

Re: Town Board review & consideration on a Conditional Use Application submitted by Patrick Ostroth for a proposed short-term rental accessory use on Tax ID #006-0782-01 addressed as 7539 Green Meadow Rd.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Application submitted by Patrick Ostroth for a proposed short-term rental accessory use with all Recommendations & Conditions, and that all conditions are met and acknowledged within 30 days of Town Board approval.

Re: Town Board review & consideration on a Conditional Use Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use on Tax ID #006-1699 addressed as 3646 Emerald Crown Pkwy.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use with all Recommendations & Conditions, and that all conditions are met and acknowledged within 30 days of Town Board approval.

Re: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Nick Schmidt on behalf of Big Ring Properties, LLC for a proposed CSM dividing Tax ID #006-0006-10-02 (Lind Ln) into two (2) lots.

SUGGESTED MOTION(S):

Motion to deny the Certified Survey Map (CSM) submitted by Nick Schmidt on behalf of Big Ring Properties, LLC.

Re: Town Board review & consideration of a Certified Survey Map (CSM) submitted by Corey Kalkofen of McMahon Associates Inc. on behalf of Pint, LLC & KBN LLC for a proposed CSM dividing & reconfiguring Tax ID #006-0370 (2590 County Rd II), Tax ID #006-0370-06, & Tax ID #006-0370-07 into two (2) lots.

SUGGESTED MOTION(S):

Motion to approve the Certified Survey Map (CSM) submitted by Corey Kalkofen of McMahon Associates Inc. on behalf of Pint, LLC & KBN LLC with the listed three (3) Recommendations & Conditions.

Re: Town Board review & consideration of a Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

SUGGESTED MOTION(S):

Motion to approve the Conditional Use Permit Application submitted by Kunes Appleton Properties with the listed thirteen (13) Recommendations & Conditions.

Re: Town Board review & consideration of a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

SUGGESTED MOTION(S):

Motion to approve the Site Plan Application submitted by Kunes Appleton Properties with the listed thirteen (13) Recommendations & Conditions.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey



PLAN COMMISSION

Wednesday, June 12, 2024 – 6:30 PM

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

MINUTES

CALL TO ORDER

Chair Knapinski called the meeting to order at 6:31 pm

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

PRESENT

Chair Knapinski
 Commissioner Haskell
 Commissioner Nemecek
 Commissioner Ketter
 Commissioner Hopkins

EXCUSED

Commissioner Dorow
 Town Board Rep. Christianson

STAFF

Administrator Wisnefske
 Clerk Faust-Kubale
 Planner Jaworski
 Code Administrator Greenburg

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use on Tax ID #006-1277 addressed as 9262 Bomar Ave.

NO COMMENTS RECEIVED - HEARING CLOSED AT 6:32 PM

- B. Plan Commission Public Hearing on a Conditional Use Application submitted by Brian Piechocki for a proposed short-term rental accessory use on Tax ID #006-0888 addressed as 2675 Oakridge Rd.

Brian Piechocki, 2675 Oakridge Rd, Neenah WI noted he was available if the Commissioners had any questions regarding the application.

HEARING CLOSED AT 6:34 PM

- C. Plan Commission Public Hearing on a Conditional Use Application submitted by Jesse Gander for a proposed short-term rental accessory use on Tax ID #006-0564 addressed as 8426 County Rd T.

Jesse Gander, 8426 County Rd T, Larsen WI voiced displeasure with the process and requirements of the Conditional Use Permit process.

HEARING CLOSED 6:43 PM

- D. Plan Commission Public Hearing on a Conditional Use Application submitted by Patrick Ostroth for a proposed short-term rental accessory use on Tax ID #006-0782-01 addressed as 7539 Green Meadow Rd.

Patrick Ostroth, 7539 Green Meadow Rd, Oshkosh WI, voiced displeasure with the process and requirements of the Conditional Use Permit process.

HEARING CLOSED 6:48 PM

- E. Plan Commission Public Hearing on a Conditional Use Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use on Tax ID #006-1699 addressed as 3646 Emerald Crown Pkwy.

NO COMMENTS RECEIVED - HEARING CLOSED AT 6:49 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 8, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to approve the Minutes of the Wednesday, May 8, 2024 Plan Commission Meeting.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

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

CORRESPONDENCE

- A. Distribution of the May 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Keegan O'Hearn for a proposed short-term rental accessory use on Tax ID #006-1277 addressed as 9262 Bomar Ave.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Conditional Use Permit Application submitted by Keegan O'Hearn with the following Staff Recommendations & Conditions:

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.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Brian Piechocki for a proposed short-term rental accessory use on Tax ID #006-0888 addressed as 2675 Oakridge Rd.

MOTION

Motion made by Commissioner Hopkins, **Seconded** by Commissioner Haskell to recommend approval of the Conditional Use Permit Application submitted by Brian Piechocki with the following Staff Recommendations & Conditions:

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.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- C. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Jesse Gander for a proposed short-term rental accessory use on Tax ID #006-0564 addressed as 8426 County Rd T.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Ketter to recommend approval of the Conditional Use Permit Application submitted by Jesse Gander with the following Staff Recommendations & Conditions:

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.
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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.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- D. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Patrick Ostroth for a proposed short-term rental accessory use on Tax ID #006-0782-01 addressed as 7539 Green Meadow Rd.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Haskell to recommend approval of the Conditional Use Application submitted by Patrick Ostroth with the following Staff Recommendations & Conditions:

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.
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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.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- E. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Louis Braatz & Nicole Schroeder for a proposed short-term rental accessory use on Tax ID #006-1699 addressed as 3646 Emerald Crown Pkwy.

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to recommend approval of the Conditional Use Permit Application submitted by Louis Braatz & Nicole Schroeder with the following Staff Recommendations & Conditions:

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.
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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.
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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.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- F. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Nick Schmidt on behalf of Big Ring Properties, LLC for a proposed CSM dividing Tax ID #006-0006-10-02 (Lind Ln) into two (2) lots.

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend denial of the CSM Review Application submitted by Nick Schmidt on behalf of Big Ring Properties, LLC.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- G. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Corey Kalkofen of McMahon Associates Inc. on behalf of Pint, LLC & KBN LLC for a proposed CSM dividing & reconfiguring Tax ID #006-0370 (2590 County Rd II), Tax ID #006-0370-06, & Tax ID #006-0370-07 into two (2) lots.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by Corey Kalkofen of McMahon Associates Inc. on behalf of Pint, LLC & KBN LLC with the following Staff Recommendations & Conditions:

1. Based on the County GIS, a number of structures defined as buildings (shelter & gazebos) are not shown and shall be added to the CSM. If those buildings have been or are to be razed, documentation for the removal shall be provided to the Town prior to approval of the CSM.
2. The WDNR Surface Water Data Viewer identifies two areas associated with the ponds on proposed Lot 2. Those artificial ponds shall be added to the CSM with the source of the information.
3. The typographical error in the Right to Farm Covenant shall be corrected to "The lots created on this map are adjacent to..." prior to approval of the CSM.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

- H. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Hopkins to recommend approval of the Conditional Use Application submitted by Kunes Appleton Properties with the following Staff Recommendations & Conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. An up-to-date Site Plan must be on file, at all times with the Town of Clayton.
3. All activities on the subject property shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, order or any other similar factor.
4. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.
5. Winnebago County & Wisconsin Department of Natural Resources (DNR) permits/approvals for stormwater management and erosion control shall be

obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.

6. DNR approval for wetland disturbance/filling shall be obtained and a copy of such approval shall be submitted to the Town within six (6) months of Conditional Use and Site Plan approvals. If the applicant fails to provide the Town a copy of the DNR approval for wetland disturbance/filling within six (6) months of Conditional Use Permit and Site Plan approvals, all illegal fill within the wetland shall be removed and the wetland shall be restored to preexisting conditions prior to the wetland fill violation.

7. Documentation shall be provided that the required wetland restoration activities have been completed per the restoration plan, including fill removal, reseeding, and site stabilization, prior to commencing construction of the proposed building addition.

8. Documentation of the Solar Reflective Index (SRI) of the proposed roofing materials shall be provided, prior to commencing construction of the proposed building addition.

9. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified, prior to commencing construction of the proposed building addition.

10. Any future proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.

11. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

12. The location of the refuse/recycling enclosure must be clearly identified on the site plan. All outside store of waste/trash or recyclables shall be screened from view and enclosed by a fence or wall that extends to the tallest point of waste/trash or recyclable container(s), but not less than six (6) feet in height. Fencing or walls shall meet all applicable design and dimensional requirements of Sec. 9.08-209. The Plan Commission reserves the right to require additional vegetative screening to ensure the enclosure is adequately screened from view.

13. If the new proposed driveway on the eastern side of the property to W American Dr. is to exceed the maximum width of 36 feet at its juncture with the street pavement, a culvert clean-out shall be constructed to meet the Town's standards.

Voting Yea: Chair Knapinski, Commissioner Ketter, Commissioner Hopkins

Voting Nay: Commissioner Haskell

Abstaining: Commissioner Nemecek

Motion carried 3-1 with 1 abstention.

- I. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building located at 2615 West American Drive, specifically described as Tax ID #006-0341-01.

MOTION

Motion made by Commissioner Haskell, Seconded by Commissioner Ketter to recommend approval of the Site Plan Application submitted by Kunes Appleton Properties with the following Staff Recommendations & Conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. An up-to-date Site Plan must be on file, at all times with the Town of Clayton.
3. All activities on the subject property shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, order or any other similar factor.
4. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.
5. Winnebago County & Wisconsin Department of Natural Resources (DNR) permits/approvals for stormwater management and erosion control shall be obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.
6. DNR approval for wetland disturbance/filling shall be obtained and a copy of such approval shall be submitted to the Town within six (6) months of Conditional Use and Site Plan approvals. If the applicant fails to provide the Town a copy of the DNR approval for wetland disturbance/filling within six (6) months of Conditional Use Permit and Site Plan approvals, all illegal fill within the wetland shall be removed and the wetland shall be restored to preexisting conditions prior to the wetland fill violation.
7. Documentation shall be provided that the required wetland restoration activities have been completed per the restoration plan, including fill removal, reseeding, and site stabilization, prior to commencing construction of the proposed building addition.
8. Documentation of the Solar Reflective Index (SRI) of the proposed roofing materials shall be provided, prior to commencing construction of the proposed building addition.
9. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified, prior to commencing construction of the proposed building addition.
10. Any future proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
11. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.
12. The location of the refuse/recycling enclosure must be clearly identified on the site plan. All outside store of waste/trash or recyclables shall be screened from view and enclosed by a fence or wall that extends to the tallest point of waste/trash or recyclable container(s), but not less than six (6) feet in height. Fencing or walls shall meet all applicable design and dimensional requirements of Sec. 9.08-209. The Plan Commission reserves the right to require additional vegetative screening to ensure the enclosure is adequately screened from view.
13. If the new proposed driveway on the eastern side of the property to W American Dr. is to exceed the maximum width of 36 feet at its juncture with the

street pavement, a culvert clean-out shall be constructed to meet the Town's standards.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Ketter, Commissioner Hopkins

Abstaining: Commissioner Nemecek

Motion carried 4-0 with 1 abstention.

- J. Review/Discussion: Plan Commission review & discussion on a Concept Plan Review Application submitted by Troy Ribble for a proposed land division reconfiguring a portion of Tax ID #006-0006-02-02 (9670 Lind Ln); Tax ID #006-0006-09 (9618 Lind Ln); and all of Tax ID #006-00006-10-02 into five lots.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- K. Review/Discussion: Plan Commission review & discussion on a Concept Plan for the proposed move of a Habitable Building to Tax ID #006-0006-06 (Lind Ln) indicating where the final structures will be located.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - July 10; Aug 14; Sept 11
- B. Town Board (6:30 pm start unless otherwise noted) - June 19; July 3 & 17; Aug 7 & 21
- C. Town of Clayton TID #1 Annual Meeting - June 20 starting at 10 am

ADJOURNMENT

MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 9:10 pm.

Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins

Motion carried 5-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

MEMORANDUM

Business Item A

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Ordinance 2024-001 Relating to the Confidentiality of Information About Income & Expenses Requested by the Assessor in Property Assessment Matters.

Included in the packet is the draft ordinance. After wrapping this year's Board of Review meeting, Staff noted that we could not find on file a record of the Town having adopted this required ordinance. Every municipality is expected to have some form of this confidentiality ordinance enacted. Since a historical record was unavailable, Staff is asking the Board to approve and enact Ordinance 2024-001.

SUGGESTED MOTION(S):

*Motion **AND ROLL CALL** to approve Ordinance 2024-001 and direct Staff to publish and post accordingly.*

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey

Town of Clayton, Winnebago County, State of Wisconsin
Ordinance 2024-001

**AN ORDINANCE RELATING TO THE CONFIDENTIALITY OF INFORMATION ABOUT
INCOME AND EXPENSES REQUESTED BY THE ASSESSOR IN PROPERTY
ASSESSMENT MATTERS IN THE TOWN OF CLAYTON**

WHEREAS, as part of the Budget Adjustment Act, 1997 Wisconsin Act 237, a number of significant changes regarding property tax assessment appeals and Board of Review procedures were enacted; and

WHEREAS, at Section 279(k) of Wisconsin Act 237, § 70.47 (7)(af) requires that the municipality provide by ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under Wis. Stat. § 70.47(7)(af), and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of the court,

NOW, THEREFORE, the Board of Supervisors of Town of Clayton, Winnebago County, Wisconsin, ORDAINS AS FOLLOWS:

SECTION 1: Whenever the Assessor, in the performance of the Assessor’s duties, requests or obtains income and expense information, the information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that the information may be revealed to and used by persons: in the discharge of duties imposed by law; in the discharge of duties imposed by the office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor’s office and use by the Board of Review in performance of its official duties); or pursuant to a court order. Income and expense information provided to the Assessor under Wis. Stat. § 70.47(7)(af), unless a court determines that it is inaccurate, is, per Wis. Stat. § 70.47 (7)(af), not subject to the right of inspection and copying under Wis. Stat. § 19.35(1).

SECTION 2: SEVERABILITY – The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE – This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this _____ day of _____, 20_____

Town of Clayton

Russell D. Geise, Town Chair

Attest: Kelsey Faust-Kubale, Town Clerk

MEMORANDUM

Business Item B

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of Invoice 6072151 submitted by Bassett Mechanical in the amount of \$6,611.82 for work performed on the Town Hall boiler system.

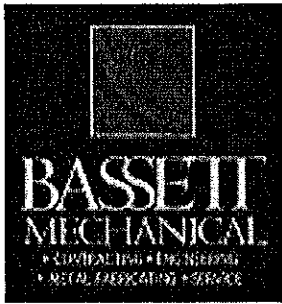
Included in the packet is an invoice copy. All the work has been completed and Administrator Wisnefske has verified the total is correct.

SUGGESTED MOTION(S):

Motion to approve invoice #6072151 submitted by Bassett Mechanical in the amount of \$6,611.82.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey



Invoice
Bassett Mechanical

Client	Client Name	Mail Remittance to
Location	TOWN OF CLAYTON	Bassett Mechanical
Address	8348 HICKORY AVE	P O Box 7000
	LARSEN, WI 54947	Kaukauna, WI 54130-7000
Email	TREASURER@TOWNOFCLAYTON.N	
	ET	
	Service Location	
Location	TOWN OF CLAYTON	Invoice Date 06/02/2024
Address	8348 HICKORY AVE	Invoice Number 6072151
	LARSEN, WI 54947	
Customer No. 5891		Your PO Number
Division FC SPOT		Payment Terms net 30

Service Call 240329-AS-152234-D
 Service Requested Boiler pump out.
 Call Resolution See attached service calls (7) for more information
 Comments

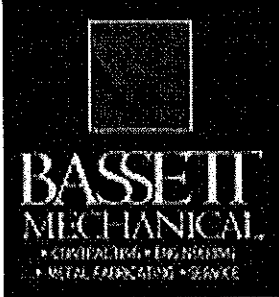
Materials	\$2,289.57
Labor	\$3,842.25
Vehicle & Other	\$480.00
Total Price	\$6,611.82

Amount Due \$6,611.82

Equipment Name					Equipment Number
Hours					
Regular	27	OT	0	DT	0
				Travel	0.25

Authorized By: , TOWN OF CLAYTON

Thank you for your business!
 Please reference your customer number when remitting payment.
 We accept ACH/EFT payments, please email AccountsReceivable@bassettmechanical.com for more details.
 If you have any questions, please call 1-800-236-2500



Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number	8348 HICKORY AVE
240329-AS-152234	LARSEN, WI 54947

Call Detail			
Call Complete	03/31/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	FOX CITIES
AssignedTech	Zurowski, Brian	Assigned To:	In House
Primary Technician	Zurowski, Brian	Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			

Call Resolution
 03/29/2024- Not Complete get new controller from shop. Arrive onsite, unwire old controller, wire in new controller. Turn on boiler, alarm 981 which is Honeywell display not communicating with controller. Drive to supply house to get new display . Put on new display and wire up correctly. Still 981 alarm. New controller starts to smoke when powered up. Find on various wiring harness bare spots of wire. Order new controller and wiring harnesses. Waiting on parts
 Call Completed

Billing Detail				
	Regular	Over Time	Double Time	
Total Hours	4	0	0	
Billable Miles	120	Zone	Zone 60	

Authorized By _____



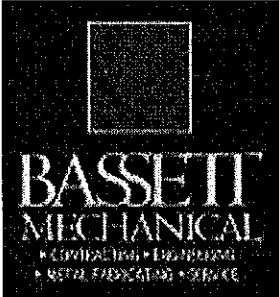
Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number	8348 HICKORY AVE
240329-AS-152234	LARSEN, WI 54947

Call Detail			
Call Complete	03/31/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	FOX CITIES
AssignedTech	Henrickson, Dameon	Assigned To:	In House
Primary Technician	Zurowski, Brian	Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			

Call Resolution
 03/29/2024- Not Complete get new controller from shop. Arrive onsite, unwire old controller, wire in new controller. Turn on boiler, alarm 981 which is Honeywell display not communicating with controller. Drive to supply house to get new display . Put on new display and wire up correctly. Still 981 alarm. New controller starts to smoke when powered up. Find on various wiring harness bare spots of wire. Order new controller and wiring harnesses. Waiting on parts
 03/31/2024- Not Complete

Billing Detail				
	Regular	Over Time	Double Time	Travel
Total Hours	5.0	0	0	0.25
Billable Miles	120	Zone	Zone 60	

Authorized By _____

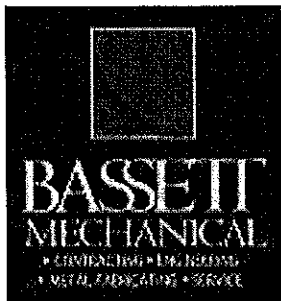


Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number 240329-AS-152234-A	8348 HICKORY AVE LARSEN, WI 54947

Call Detail			
Call Complete	04/05/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	FOX CITIES
AssignedTech	Zurowski, Brian	Assigned To:	In House
Primary Technician		Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			
Call Resolution			

Billing Detail				
	Regular	Over Time	Double Time	
Total Hours	0	0	0	
Billable Miles	0	Zone	Zone 60	

Authorized By	
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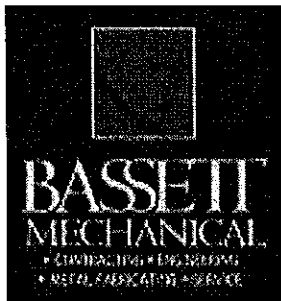
Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number 240329-AS-152234-B	8348 HICKORY AVE LARSEN, WI 54947

Call Detail			
Call Complete	04/12/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	FOX CITIES
AssignedTech	Zurowski, Brian	Assigned To:	In House
Primary Technician		Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			

Call Resolution

Billing Detail				
	Regular	Over Time	Double Time	
Total Hours	0	0	0	
Billable Miles	0	Zone	Zone 60	

Authorized By _____



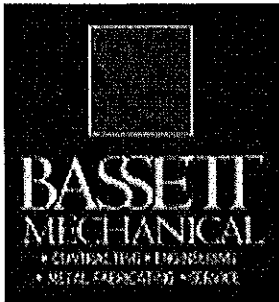
Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number 240329-AS-152234-C	8348 HICKORY AVE LARSEN, WI 54947

Call Detail			
Call Complete	04/28/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	FOX CITIES
AssignedTech	Zurowski, Brian	Assigned To:	In House
Primary Technician		Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			

Call Resolution
 04/24/2024- Not Complete arrive onsite. Install new controller. Install new sensors on inlet, outlet and flue sensors. Along with new wiring harnesses. Plug in molex plugs once at a time to isolate/troubleshoot where short is coming from. Plugging in molex plug for DHW thermostat causes board to immediately smoke. Go to supply house to get new controller. Remove DHW thermostat and turn boiler on, kicking out on various alarm codes still. Suspect air stuck in heat exchanger. Back flush heat exchanger. Install new manual bleeders on supply/return piping. Bleed air from system. Boiler still kicking out on alarms, also make up water valve is constantly running/ system losing pressure. Walk around and check for leaks, no leaks found presently. Go through various heating/cooling systems with Shane and Justin from Bassett office. Clean up debris.
 Call Completed

Billing Detail				
	Regular	Over Time	Double Time	
Total Hours	8	0	0	
Billable Miles	120	Zone	Zone 60	

Authorized By _____



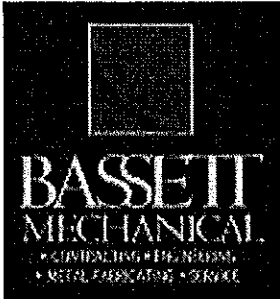
Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number 240329-AS-152234-C	8348 HICKORY AVE LARSEN, WI 54947

Call Detail			
Call Complete	04/28/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	OSHKOSH
AssignedTech	Braatz, Don	Assigned To:	In House
Primary Technician		Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			

Call Resolution
04/24/2024- Not Complete Call Completed

Billing Detail				
	Regular	Over Time	Double Time	
Total Hours	10	0	0	
Billable Miles	120	Zone	Zone 60	

Authorized By	
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Service Call	
Customer	TOWN OF CLAYTON
Location	TOWN OF CLAYTON
Call Number	8348 HICKORY AVE
240329-AS-152234-D	LARSEN, WI 54947

Call Detail			
Call Complete	05/28/2024	Contract Number	
Call Description	Boiler pump out.		
Contract Description			
Requested By	Scott	Phone Number	
Call Status	Closed	Call Priority	0
Division	FC SPOT	Dispatcher	FOX CITIES
AssignedTech	Zurowski, Brian	Assigned To:	In House
Primary Technician		Estimated Hours	
Supervisor		Equipment Name	
Customer PO		Equipment Number	
Special Billing Info / Comments			
Call Resolution			

Billing Detail				
	Regular	Over Time	Double Time	
Total Hours	0	0	0	
Billable Miles		Zone	Zone 60	

Authorized By	
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MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Building Moving Permit Application submitted by Brandon Ribble or assigns for the proposed moving of a house to Tax ID #006-0006-06 (9614 Lind Ln).

Included in the packet is a copy of the permit application and Town Building Moving Ordinance. Staff recommends the following conditions of approval be met prior to final Building Inspector signature:

1. Sanitary permit must be obtained from Winnebago County for an on-site sewage disposal system to serve the building at its proposed location, and a copy of said permit presented to the Town.
2. Erosion control permit must be obtained from Winnebago County for the project, and a copy of said permit presented to the Town.
3. On-site sanitary sewage system must be constructed pursuant to and in conformance with a sanitary permit to serve the building at its proposed location. In lieu of the on-site sanitary system being constructed prior to moving, the applicant must provide an escrow deposit with the Town in the estimated amount to construct the on-site sewage system. The Town shall establish the time within which the on-site system shall be constructed.
4. Foundation must be constructed to serve the building at its proposed location. In lieu of the construction of a foundation prior to moving, the applicant must provide an escrow deposit with the Town in the estimated amount to construct the foundation. The Town shall establish the time within which the foundation shall be constructed.
5. The Town Building Inspector must inspect the building proposed to be moved and determine that the building is structurally sound and conforms to applicable provisions of the Wisconsin Administrative Code.
6. The Town Building Inspector must inspect the proposed location of the building and determine that the proposed location conforms to applicable zoning requirements.
7. A proposed moving route must be submitted to the Town of Clayton along with a timetable to affect the move. The Town of Clayton shall estimate the time within which the building shall be moved.
8. The applicant must provide an escrow deposit of an amount not less than \$2,000.00 to ensure that the building will be moved within the approved timetable,
9. Any Town right-of-way improvements affected by the move must be restored to their prior condition.

SUGGESTED MOTION(S):

Motion to approve the Building Moving Permit Application for Brandon Ribble with the listed nine (9) Conditions.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey

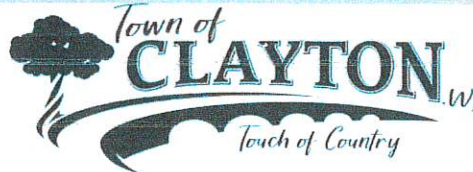
Building (Moving) Permit

350

FEE: \$

Item C.

Town of Clayton Town Hall
 8348 Hickory Ave
 Larsen, WI 54947
 Phone: 920-836-2007
 Email: buildinginsp@claytonwinnebago.wi.gov
 Website: https://www.townofclayton.net/



Owner's Name: Brandon Troy Ribble or Assigny Phone: 920 810 2319
 Project Address & Tax ID #: 006 000606

Contractor Name: Root Medicis LLC - Devoight House Movers
 Contractor Phone/Fax/Email: 920 810 2319 troyerootmedicis.com 920 242-9183
 Contractor's Address: 9618 Lind Lane Meenah WI 54955
 Contractor's Signature: [Signature]

Project Description: Moving a house onto lot 006-000606

Conditions of Approval: _____

- Possess and post required sanitary permit from Winnebago County unless public sewer serves the proposed location
- On-site sanitary sewage system has been constructed in conformance with a sanitary permit OR Irrevocable letter of credit in the estimated amount to construct the on-site system in favor of the Town of Clayton - Town determines time within which the system shall be constructed
- Foundation constructed at the proposed location OR Irrevocable letter of credit in the estimated amount to construct the foundation in favor of the Town of Clayton - Town determines time within which the foundation shall be constructed
- Town Building Inspector has inspected the building proposed to be moved & determined building is structurally sound & conforms to applicable provisions of the Wis. Admin. Code
- Town Building Inspector has inspected the proposed location & determined that the proposed location conforms to applicable zoning requirements
- Proposed Moving Route submitted to the Town with a timetable to effect the move with irrevocable letter of credit in an amount not less than \$2,000 in favor of the Town of Clayton to ensure the building will be moved within the approved timetable & any Town Right-of-Way improvements affected by the move will be restored to their prior condition

Brandon Troy Ribble 6/4/24
 Applicant Name Today's Date

 Building Inspector's Signature Today's Date

Town Board Approval Date: _____



Enter PIN or Address

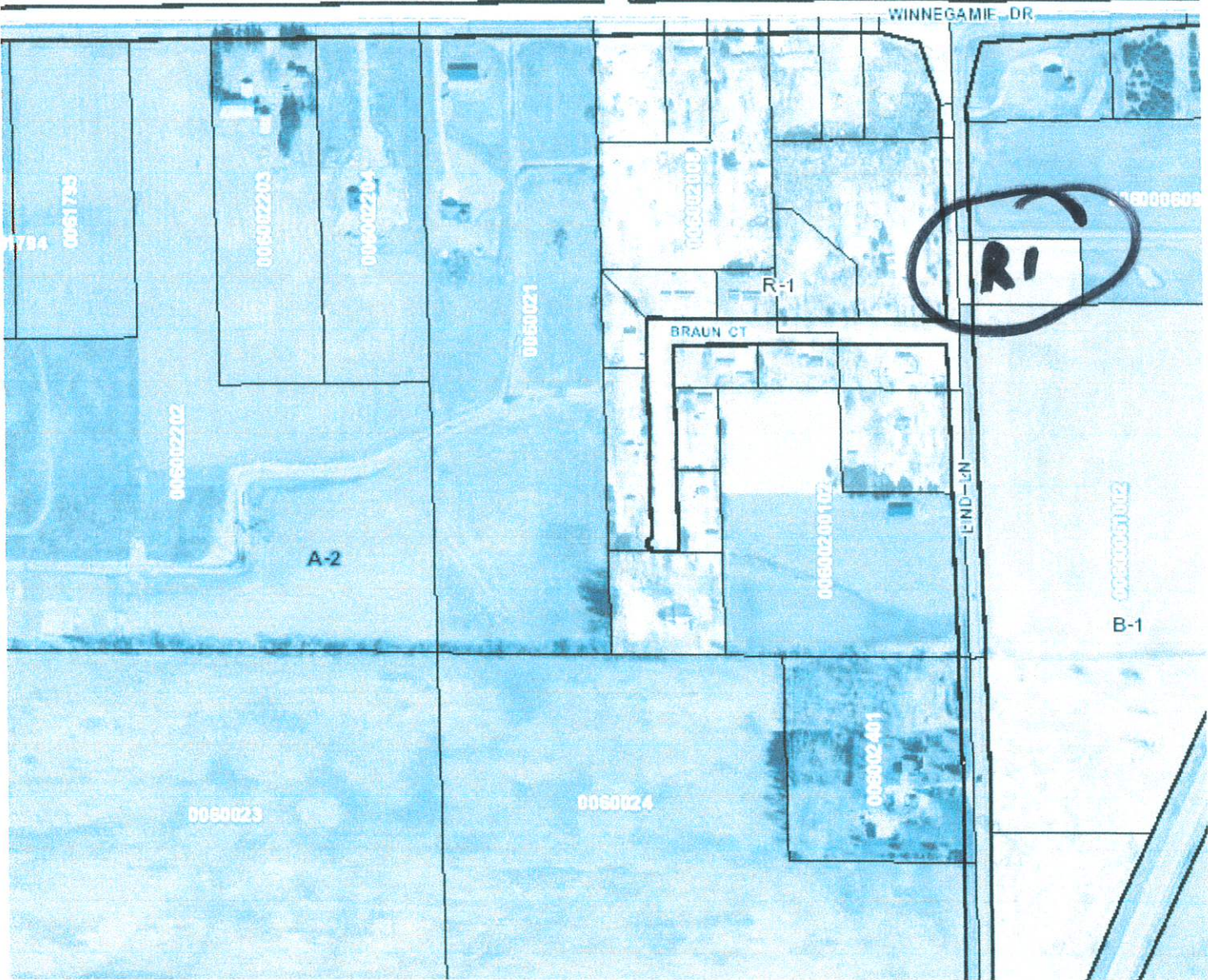


SUNSET DR
MEADOWS LN

OUTAGAMIE COUNTY

HICKORY

WINNEGAMIE DR



0 200 400ft

Move mouse to get coordinates

SITE DIAGRAM FOR:
TROY RIBBLE
9618 LIND LN
NEENAH, WI 54956

LEGAL DESCRIPTION:
NW1/4,NW1/4,S.1,T.20N.-R.16E
TOWN OF CLAYTON
WINNEBAGO COUNTY, WISCONSIN

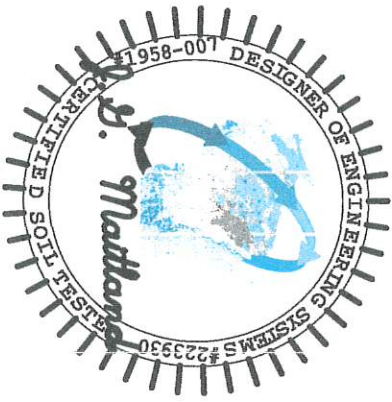
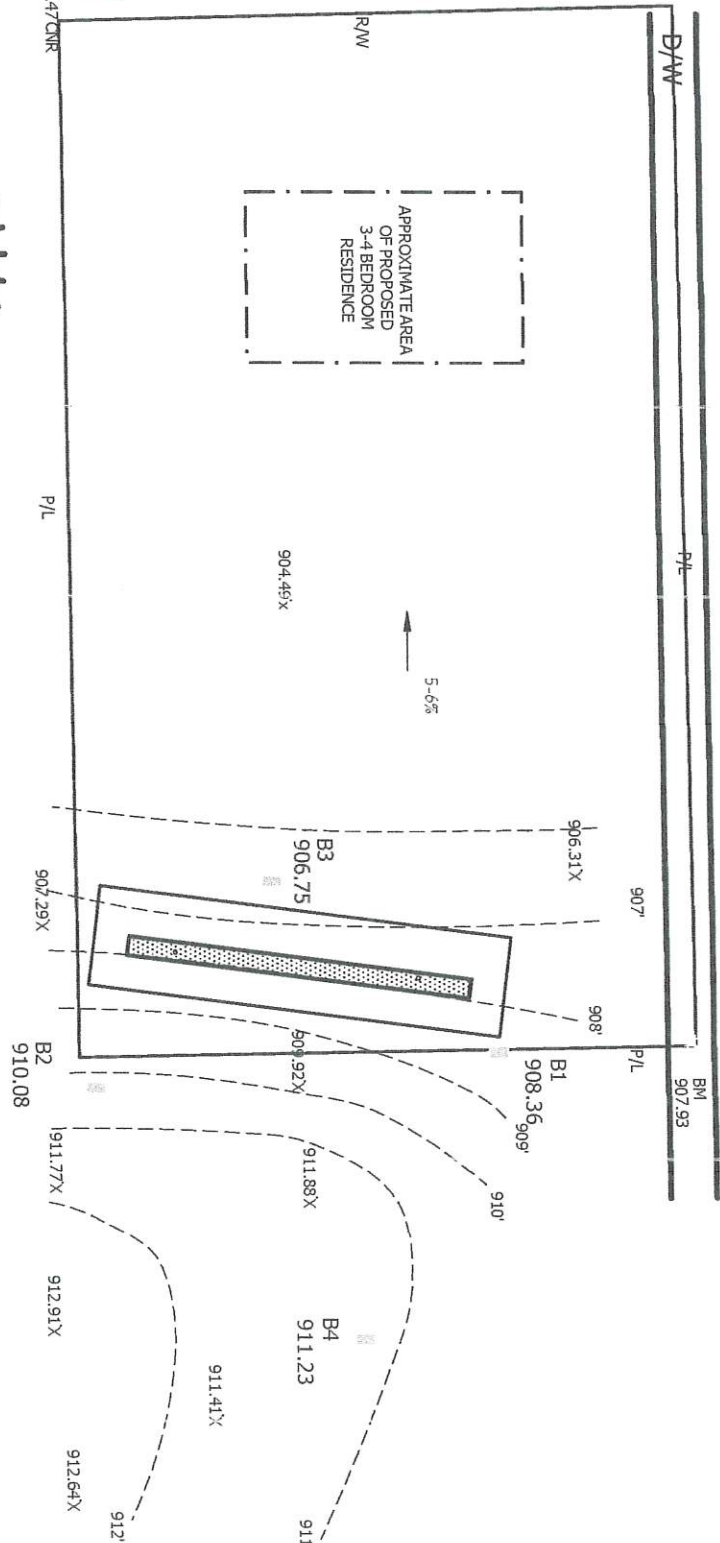
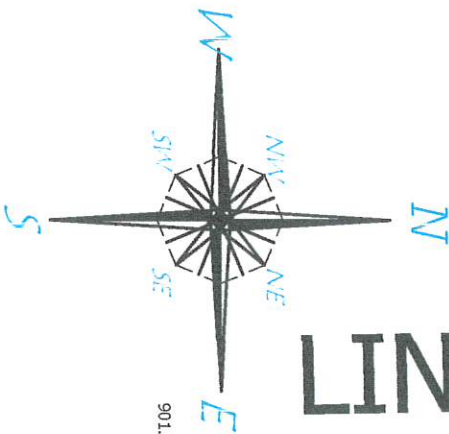
PHYSICAL ADDRESS: LIND LN
PARCEL NUMBER: 006-000606
PARCEL SIZE: 1A

LEGEND:
- BM1 - TOP OF P/K NAIL IN
DRIVEWAY=907.9'

- OBSERVATION PIT

SCALE: 1" = 50'

LIND LN



IN THE CASE OF MOUNDS AND AT-GRADES ON HEAVY SOIL-
THE AREA 15' DOWNSLOPE OF THE DISPERSAL COMPONENT
MUST REMAIN UNDISTURBED. NO VEHICULAR TRAFFIC.
ALL WELLS(S) MUST BE GREATER THAN 50' FROM ANY DISPERSAL
COMPONENT & GREATER THAN 25' FROM ANY TREATMENT TANK.
REPLACEMENT SYSTEMS- ANY EXISTING POWTS MUST BE
ABANDONED PER SPS 383.33.
ANY PROPERTY LINES NOT INDICATED ARE GREATER
THAN 100' FROM ANY SYSTEM COMPONENT.

May 28, 2024

From: Troy Ribble
9618 Lind Lane
Neenah, WI 54956

To: Pat Ciske
121 Hilltop Dr.
Neenah, WI 54956

Re: Offer to Purchase 1 acre lot near 9618 Lind Lane, Neenah

Dear Pat,

I would like to offer the sum of \$30,000.00 to purchase your 1 acre lot to the south of my driveway on Lind Lane in Neenah. Closing to be as soon as reasonably possible at Menn Law Offices on the north side of Appleton but no later than June 12th, 2024. I will pay for all the closing costs up to \$1,000.00, including fees from Menn Law, taxes for this calendar year, and real estate transfer fees. Not included are your attorney fees if you choose to use an attorney, any unpaid assessments, any other lien or encumbrance, etc. I anticipate that standard closing fees at Menn Law will be less than the \$1,000 stated above.

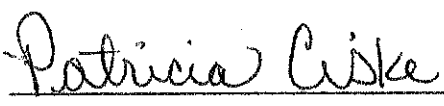
This document shall serve as a contract document once both parties have signed and dated it. Time is of the essence as excavation is set to begin on June 12th, 2024. Earnest money of \$1,000 has been previously delivered to you as the seller and is to be kept by you upon acceptance of the above terms and applied to the overall purchase price upon closing. This offer is subject to approvals from the town of Clayton to move a 3 bedroom and 2 bathroom house onto the lot. Approval needs to be received prior to June 11, 2024. Due to these time constraints this offer expires at 8 PM on May 29, 2024.

Sincerely,

Troy Ribble

Accepted By: 
Troy Ribble - Buyer

Date: May 28, 2024


Pat Ciske - Seller

Date: May 28, 2024

**AN ORDINANCE ADOPTING STANDARDS
AND REQUIREMENTS FOR MOVING A
BUILDING IN THE TOWN OF CLAYTON**

WHEREAS, the Town of Clayton Board of Supervisors deems it necessary for the public health, safety and welfare of the Town of Clayton to ensure that any building moved in the Town of Clayton will be structurally sound and will be fit for habitation, occupancy or use in a reasonable amount of time after it has been moved; and

WHEREAS, the Town of Clayton Board of Supervisors deems it necessary to adopt standards and requirements for moving a building structure in the Town,

NOW THEREFORE, the Town Board of Supervisors of the Town of Clayton does ordain as follows:

1. **Applicability.** This ordinance and the standards and requirements contained herein apply to any building structure moved in the Town of Clayton. This ordinance does not apply to the moving of a building structure on the same lot or parcel. This ordinance does not apply to any manufactured or mobile home as defined in Sections 101.71 and 101.91, Wis. Stats.
2. **Approval and Permit Required.** No building shall be moved without Town Board approval and issuance of a Town Moving Permit. No building shall be moved without also obtaining a Town Building permit from the Town Building Inspector.
3. **Permit Requirements for Habitable Buildings.** No building intended for human occupancy shall be moved and no Moving Permit shall be issued unless the following requirements have been met:
 - a. A sanitary permit has been obtained from Winnebago County for an on-site sewage disposal system to serve the building at its proposed location unless public sewer serves the proposed location.
 - b. An on-site sanitary sewage system has been constructed pursuant to and in conformance with a sanitary permit to serve the building at its proposed location unless the proposed location is served by public sewer. In lieu of the construction of an on-site sewage system prior to moving, the applicant shall provide an irrevocable letter of credit in favor of the Town of Clayton in the estimated amount to construct the on-site sewage system. The letter of credit shall be with a financial institution approved by the Town. The Town of Clayton shall establish the time within which the on-site sewage system shall be constructed.
 - c. A foundation shall be constructed to serve the building at its proposed location. In lieu of the construction of a foundation prior to moving, the applicant shall provide an irrevocable letter of credit in favor of the Town of Clayton in the estimated amount to construct the foundation.

The letter of credit shall be with a financial institution approved by the Town of Clayton. The Town of Clayton shall establish the time within which the foundation shall be constructed.

- d. The Town Building Inspector has inspected the building proposed to be moved and has determined that the building is structurally sound and conforms to applicable provisions of the Wisconsin Administrative Code.
- e. The Town Building Inspector has inspected the proposed location and has determined that the proposed location conforms to applicable zoned requirements.
- f. A proposed moving route is submitted to the Town of Clayton along with a timetable to effect the move. The Town of Clayton shall estimate the time within which the building shall be moved. The applicant shall provide an irrevocable letter of credit in favor of the Town of Clayton in an amount not less than \$2,000.00 to ensure that the building will be moved within the approved timetable and that any Town right-of-way improvements affected by the move will be restored to their prior condition.

- 4. **Permit Requirements for Accessory Buildings.** No accessory building shall be moved and no moving permit shall be issued unless the requirements of Sections 3c, 3d, 3e, and 3f have been met, provided, however, that the irrevocable letter of credit required by 3f shall be in an amount of not less than \$1,000.00
- 5. **Permit Fees.** Permit fees for moving a building intended for human occupancy shall be \$300.00 and permit fees for moving an accessory building shall be \$150.00.
- 6. **Severability.** It is hereby declared to be legislative intent that should any provisions of this ordinance be declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of this ordinance in its entirety or any part thereof, other than that so declared to be invalid.
- 7. **Supersedes Previous Ordinance.** This ordinance supersedes the Town of Clayton House Moving Ordinance No. 20 approved by the Town Board of the Town of Clayton on November 18, 1991 and published on November 26, 1991.

MEMORANDUM

Business Item D

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a Developer Agreement submitted by Last Time Realty LLC for a proposed heavy vehicle sales and development on Tax ID #006-0341-02 (W American Dr).

The draft Developer Agreement has been submitted to Last Time Realty LLC (Valley Truck Leasing) and the Town is awaiting a response on this item. The agreement as presented to the Developer has been reviewed and approved by both Attorney LaFrombois and Administrator Wisnefske.

There may be further updates at the meeting, and both will be available for questions at that time.

SUGGESTED MOTION(S):

Motion to approve the Developer Agreement as presented.

Motion to set aside the agenda item until the July 3, 2024 Town Board meeting so a full review of revisions can be completed by Attorney LaFrombois & Administrator Wisnefske.

If you have any questions about this information, please feel free to call or e-mail me.

Respectfully Submitted
Kelsey