



# PLAN COMMISSION

Wednesday, August 09, 2023 at 6:30 PM

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

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## 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, July 12, 2023 Plan Commission Meeting

### OPEN FORUM – Public comments addressed to the Plan Commission

**Individuals properly signed in may speak directly to the Plan Commission on non-repetitive Planning and Zoning matters whether on or not on the agenda.** Commentators must wait to be called, must speak from the podium, directing their comments to the Commission. 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 Commission'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 July 2023 Building Inspection Report

### BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Paul Sturgis on behalf of Sturgis Family Irrevocable Trust for approval of a CSM dividing Tax ID #006-0565 (8326 County Rd T) into two (2) lots.
- B. Review/Discussion: Plan Commission review & discussion on allowing more than one principal building on a parcel of land & residences/dwellings accessory to non-residential uses.

### UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - August 23; Sept 13; Oct 11
- B. Town Board (6:30 pm start unless otherwise noted) - August 16; Sept 6 & 20; Oct 4 & 18

### ADJOURNMENT

Respectfully submitted,

Dick Knapinski  
Plan Commission Chair

*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 Plan Commission 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 Plan Commission 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: --



# PLAN COMMISSION

Wednesday, July 12, 2023 at 6:30 PM

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

## MINUTES

### CALL TO ORDER

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

### PRESENT

- Chair Knapinski
- Commissioner Haskell
- Commissioner Nemecek - excused at 8:41 pm
- Commissioner Ketter
- Commissioner Hopkins
- Town Board Rep. Christianson

### EXCUSED

- Commissioner David Dorow

### STAFF

- Administrator Wisnefske
- Clerk Faust-Kubale
- Planner Jaworski
- Code Administrator Kussow

### PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Public Hearing on a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 addressed 2689 County Rd II, Neenah, WI.

### NO PUBLIC COMMENTS - HEARING CLOSED AT 6:31 PM

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 14, 2023, Plan Commission Meeting

### MOTION

Motion made by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the minutes of the Wednesday, June 14, 2023, Plan Commission Meeting.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson  
**Motion carried 6-0.**

- B. Approval of the Minutes of the Wednesday, June 28, 2023 Plan Commission Meeting

**MOTION**

**Motion made** by Town Board Rep. Christianson, **Seconded** by Commissioner Nemecek to approve the minutes of the Wednesday, June 28, 2023, Plan Commission Meeting.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson  
**Motion carried 6-0.**

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

**CORRESPONDENCE**

- A. Distribution of the June 2023 Building Inspection Report  
 B. Distribution of an article from the July 6, 2023, Appleton Post Crescent regarding a subdivision expansion in Village of Greenville.

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Final Plat, dividing Tax ID #006-0617 (2689 County Rd II) & Tax ID #006-0618 into 49 lots and 2 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to recommend approval to the Town Board for a Final Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC, for approval of the Scholar Ridge Estates Final Plat, dividing Tax ID #006-0617 (2689 County Rd II) & Tax ID #006-0618 into 49 lots and 2 outlots intended for a combination of commercial/business, multi-family residential, two-family residential, & single-family residential uses with the following conditions/recommendations:

1. A second emergency access from CTH II to Princeton Dr/St Norbert Dr shall be provided as approved by Clayton Protective Services Department.
2. Approve Princeton Dr & St Norbert Dr street names, as proposed, with appropriate street signage designating each.
3. Grant a waiver/variance to the Town's Minimum Road Design Standards Policy for road construction materials for all platted roads within the final plat, as described below:

- a. 4 inches total asphalt pavement (1 3/4-inch upper/surface layer over 2 1/4-inch lower/binder layer)
- b. 12 inches total gravel base (6 inches of 1 1/4-inch Base Aggregate Dense over 6 inches of 3-inch Base Aggregate Dense)
- c. Geogrid (Bi-axial, Type SR) over prepared and verified subgrade per Town standards

All other minimum road design standards described in the Town's Minimum Road Design Standards Policy shall be enforced.

- 4. As part of the Public Improvement Agreement subdivided shall provide the Town an irrevocable financial surety to cover costs of road failure if road failure were to occur within 30 years after construction.
- 5. Revised Utility & Road Construction Plans addressing comments from the Town Engineer & Village of Fox Crossing Utilities shall be submitted to and approved by the Town Engineer, Town of Clayton Sanitary District #1, and Village of Fox Crossing Utilities prior to commencing construction.
- 6. Town shall accept ownership of Outlots 1 and 2, as well as the maintenance responsibilities for the stormwater facilities on those Outlots.
- 7. Town Board to determine if the pedestrian facilities consisting of an 8-foot wide asphalt trail along the east side of Marlo Ave, as shown on the Utility & Road Construction Plans, are adequate for the subdivision.
- 8. Town Board shall determine if fee in lieu of land dedication pursuant to Section 7.10.08 (4)(b) of the Town Subdivision Ordinance is acceptable.
- 9. Approve temporary turnarounds/culs-de-sac, as proposed.
- 10. Subdivider shall finalize USPS service plan and, if using Cluster Mailbox Units (CBUs), CBU locations shall be identified on the final plat and a note shall be added to the final plat indicating:
  - a. That the Subdivider is responsible for initial installation/construction; and
  - b. Responsible parties for all CBU structure/foundation maintenance & replacement costs
- 11. State Certification of Final Plat shall be provided to the Town.

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

**Voting Nay:** Commissioner Ketter

**Motion carried 5-1.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing

development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 addressed 2689 County Rd II, Neenah, WI.

### **MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Hopkins to recommend approval of a Conditional Use Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 with the following Staff recommendations & conditions:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.
2. Stormwater management & grading/erosion control plans shall be approved by the Town, Winnebago County, & Wisconsin Department of Natural Resources prior to commencing construction. Winnebago County & Wisconsin Department of Natural Resources permits/approvals for stormwater management & erosion control shall be obtained prior to commencing construction.
3. Future accessory buildings shall maintain the same theme & material selections as the principal buildings.
4. A revised Landscape Plan shall be submitted to the Town for review & approval by the Plan Commission & Town Board. The revised Landscape Plan shall be approved & all landscaping shall be installed prior to issuance of any occupancy permit(s)/approval(s) by the Town.
5. No obstructions, such as structures, parking or vegetation, greater than 3 feet in height above the centerline of intersecting street or driveway grades, whichever grade is lower, shall be permitted in a vision clearance triangle.
6. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
7. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed & approved by the Plan Commission & Town Board in accordance with the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

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

**Motion carried 6-0.**

- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by McMahon Associates on behalf of Clayton

Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings located on approximately 19.6 acres of Tax ID #006-0617 addressed 2689 County Rd II, Neenah, WI.

### **MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to recommend approval of a Site Plan Review Application submitted by McMahon Associates on behalf of Clayton Development Group, LLC for a proposed multi-family housing development consisting of fifteen (15) 12-unit multi-family buildings with the following Staff recommendations/conditions:

1. The project shall comply with all applicable local, state, & federal codes/ordinances.
2. Stormwater management & grading/erosion control plans shall be approved by the Town, Winnebago County, & Wisconsin Department of Natural Resources prior to commencing construction. Winnebago County & Wisconsin Department of Natural Resources permits/approvals for stormwater management & erosion control shall be obtained prior to commencing construction.
3. Future accessory buildings shall maintain the same theme & material selections as the principal buildings.
4. A revised Landscape Plan shall be submitted to the Town for review & approval by the Plan Commission & Town Board. The revised Landscape Plan shall be approved & all landscaping shall be installed prior to issuance of any occupancy permit(s)/approval(s) by the Town.
5. No obstructions, such as structures, parking or vegetation, greater than 3 feet in height above the centerline of intersecting street or driveway grades, whichever grade is lower, shall be permitted in a vision clearance triangle.
6. Any proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
7. Any substantial changes and/or additions to the site plan and/or building plans shall be reviewed & approved by the Plan Commission & Town Board in accordance with the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson  
**Motion carries 6-0.**

- D. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Davel Engineering & Environmental,

Inc., on behalf of Donald & Tara Hennessey for approval of a CSM dividing Tax ID #006-0114-03 (9365 Center Rd) into two (2) lots.

### **MOTION**

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Haskell to recommend approval of the CSM submitted by Davel Engineering & Environmental, Inc., on behalf of Donald & Tara Hennessey for approval of a CSM dividing Tax ID #006-0114-03 (9365 Center Rd) into two (2) lots with the following Staff recommendation/condition:

1. The "Undelineated Wetland <2Ac." on Lot 1, per the Winnebago County Hydrologic Viewer, shall be shown on the face of the CSM.

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

**Motion carried 5-0.**

- E. Review/Recommendation: Plan Commission review & recommendation on Resolution 2023-005 Recommending Adoption of the Town of Clayton Comprehensive Plan 2040.

### **MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Ketter to approve Resolution 2023-005 Recommending Adoption of the Town of Clayton Comprehensive Plan 2040, with a minor change to 11-13 regarding verbiage on 12 dwelling units, and standard grammatical proofreading corrections.

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

**Motion carried 5-0.**

### **UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - August 2 & 16; Sept 6 & 20; Oct 4 & 18
- B. Plan Commission (6:30 pm start unless otherwise noted) - August 9 & 23; Sept 13; Oct 11

### **ADJOURNMENT**

#### **MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Town Board Rep. Christianson to adjourn at 8:48 pm.

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

**Motion carried 5-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk



PERMIT SPREADSHEET FOR JULY 2023

YEAR TO DATE SUMMARY

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	EST. PROJECT COST	PERMIT FEE	TOWN OF CLAYTON REVENUE	YEAR TO DATE TOTAL	
<b>TOWN OF CLAYTON PERMITS:</b>										Town of Clayton	\$ 2,395,736.00	\$ 15,298.60	\$ 15,298.60	\$ 63,677.21
7/10/2023	143-23-7B	BRENT KIEDROWSKI	2975 FAIRWINDS	REMODEL	SWEETWOOD BLDERS	\$ 150,000.00	\$ 305.00		Town of Vinland				\$ 1,893.02	
7/18/2023	144-23-7B	ALEX BRUSDA	3329 KNOX	NSFD	HOFFMAN STROBEL	\$ 900,000.00	\$ 1,107.44		Town of Winneconne	\$ 1,225,643.00	\$ 3,998.90	\$2,791.12	\$ 11,525.64	
7/18/2023	145-23-7B	BOB BECKWIRTH	8225 GOLF COURSE	REMODEL	FINDING TIME COST	\$ 62,000.00	\$ 198.16		Town of Winchester	\$ 281,242.00	\$ 1,009.60	\$ 807.68	\$ 2,545.44	
7/18/2023	146-23-7B	TOUMONG LO	2925 WINNEGANIE	REMODEL	B&K RENOVATION	\$ 10,000.00	\$ 212.26		Town of Dale	\$ 192,659.00	\$ 1,798.96	\$ 1,439.17	\$ 6,756.19	
7/19/2023	147-23-7H	MIKE ZERNZACH	9086 OAKWOOD	A/C REPLACEMENT	BLACK-HAAK	\$ 4,000.00	\$ 75.00							
7/19/2023	148-23-7H	BOBBY YUN	2979 LENNON	A/C REPLACEMENT	BLACK-HAAK	\$ 6,000.00	\$ 75.00							
7/19/2023	149-23-7E	NATIONAL LIGHTING	2586 W AMERICAN	ELECTRIC NEW COMMERCIAL	SURBURBAN ELECT	\$ 232,000.00	\$ 7,303.50		<b>Total</b>	<b>\$ 4,095,280.00</b>	<b>\$ 22,106.06</b>	<b>\$ 20,336.57</b>	<b>\$ 86,397.50</b>	
7/19/2023	150-23-7B	TRIDENT HOLDINGS	2522 W AMERICAN	NEW COMMERCIAL	FOX STRUCTURES	\$ 700,000.00	\$ 1,835.92		Full Burden Wage	\$ 8,110.26			\$ 64,528.19	
7/19/2023	151-23-7E	TRIDENT HOLDINGS	2522 W AMERICAN	ELECTRIC NEW COMMERCIAL	CENTER VALLEY	\$ 30,000.00	\$ 892.96		<b>Net Profit (Loss)</b>	<b>\$ 12,226.31</b>			<b>\$ 21,869.31</b>	
7/19/2023	152-23-7P	TRIDENT HOLDINGS	2522 W AMERICAN	PLUMB NEW COMMERCIAL	AP PLUMBING	\$ 35,000.00	\$ 892.96							
7/19/2023	153-23-7H	TRIDENT HOLDINGS	2522 W AMERICAN	HVAC NEW COMMERCIAL	S&A PETERS HVAC	\$ 28,000.00	\$ 892.96							
7/19/2023	154-23-7B	ARDEN ECKSTEIN	3848 LARSEN	RAZE HOUSE/GARAGE	RICKS EXCAVATING	\$ 15,000.00	\$ 60.00							
7/27/2023	155-23-7H	KATHY HOFFMAN	2955 E RIDGE PL	REPLACE A/C	VAN HANDEL HVAC	\$ 9,486.00	\$ 75.00							
7/27/2023	157-23-7E	GREG SCHULTZ	7467 JENSEN	GENERATOR INSTALL	RALSTON ELECT	\$ 3,000.00	\$ 75.00							
7/27/2023	158-23-7E	3RD GENERATION ASSETS	8709 CLAYTON	ELECTRIC FOR NEW CELL TOW	REINHOLD ELECT	\$ 133,000.00	\$ 150.00							
7/27/2023	159-23-7E	ALEX BRUSDA	3329 KNOX	NSFD ELECT	SEC ELECT	\$ 39,890.00	\$ 498.72							
7/27/2023	160-23-7P	ALEX BRUSDA	3329 KNOX	NSFD PLUMB	HANSEN PLUMB	\$ 33,360.00	\$ 498.72							
7/27/2023	161-23-7H	CARRIE THOMSON	3404 VOYAGER	REPLACE A/C	BLACK-HAAK	\$ 5,000.00	\$ 75.00							
7/27/2023	162-23-7E	MARCUS SHIMON	3261 WISMER	SERVICE	BLACK-HAAK	\$ -	\$ 75.00							
				<b>TOTALS</b>		<b>\$ 2,395,736.00</b>	<b>\$ 15,298.60</b>	<b>\$ -</b>						
<b>TOWN OF WINNECONNE PERMITS:</b>														
7/12/2023	76-23-7B	RYAN GONZALEZ	5137 HIGH POINTE	REROOF	PRO RESTORATION	\$ 16,033.00	\$ 50.00	\$ 40.00						
7/12/2023	77-23-7B	MARCUS KLAESER	5203 HIGH POINTE	REROOF	HOME PRO	\$ 20,400.00	\$ 50.00	\$ 40.00						
7/12/2023	78-23-7B	JASON FAHRNEY	5155 SOUTHWIND	REROOF	SECURITY LUEBKE	\$ 19,000.00	\$ 50.00	\$ 40.00						
7/12/2023	79-23-7B	VALERIE STABENOW	6400 PAULSON	REROOF	INFINITY EXTERIORS	\$ 38,000.00	\$ 50.00	\$ 40.00						
7/12/2023	80-23-7B	VALERIE STABENOW	6400 PAULSON	SIDING	INFINITY EXTERIORS	\$ 39,000.00	\$ 50.00	\$ 40.00						
7/12/2023	81-23-7E	JIM WOLF	5966 HIAWATHA	ELECTRIC FOR SHED	DIERSEN ELECT	\$ 2,500.00	\$ 50.00	\$ 40.00						
7/12/2023	82-23-7E	JEFF KLUMB	7140 SHORELINE	ELECTRIC FOR BOAT HOUSE	DOUGLAS ELECT	\$ 3,500.00	\$ 50.00	\$ 40.00						
7/12/2023	83-23-7E	ED QUIGLEY	6782 QUIGLEY	SERVICE	WITZKE ELECT	\$ 10,000.00	\$ 60.00	\$ 48.00						
7/18/2023	84-23-7B	KRAIG WESTERN	5118 N HARBOUR	REMODEL	SELF	\$ 30,000.00	\$ 179.00	\$ 143.20						
7/18/2023	85-23-7E	KRAIG WESTERN	5118 N HARBOUR	REMODEL ELECT	PRECISION ELECT	\$ 1,500.00	\$ 74.70	\$ 59.76						
7/18/2023	86-23-7H	KRAIG WESTERN	5118 N HARBOUR	REMODEL HVAC	RYF HVAC	\$ 2,000.00	\$ 74.70	\$ 59.76						
7/18/2023	87-23-7P	KRAIG WESTERN	5118 N HARBOUR	REMODEL PLUMB	SBS	\$ 2,000.00	\$ 74.70	\$ 59.76						
7/19/2023	88-23-7B	STEVE ANDERSON	6870 CTY M	REMODEL	APEX REMODELING	\$ 19,500.00	\$ 119.40	\$ 95.52						
7/20/2023	89-23-7B	THE STORAGE PLACE	6392 CROSS	NEW COMMERCIAL STORAGE	A&M COST	\$ 563,000.00	\$ 1,646.40	\$ 1,317.12						
7/26/2023	90-23-7B	ARTHUR RATHJEN	5121 WASHINGTON	REROOF	BROOKS CONST	\$ 21,000.00	\$ 50.00	\$ 40.00						
7/26/2023	91-23-7B	EDGAR SUTTA	5176 N HARBOUR	SIDING	SALZAR SIDING	\$ 30,000.00	\$ 50.00	\$ 40.00						
7/26/2023	92-23-7B	JASON HARDY	6766 FOREST PARK	REROOF	ALL-AMERICAN	\$ 10,000.00	\$ 50.00	\$ 40.00						
7/26/2023	93-23-7E	PAUL JANDRIN	5010 PETRACK	SOLAR INSTALL	ALL ENERGY SOLAR	\$ 27,000.00	\$ 60.00	\$ 48.00						
7/31/2023	94-23-7B	RANDY PARKS	6404 SANDCRANE	NSFD	STEVE WAGNER CONST	\$ 350,000.00	\$ 650.00	\$ 520.00						
7/31/2023		RANDY PARKS	6404 SANDCRANE	TOWN FEES			\$ 510.00							
7/31/2023	95-23-7B	MIKE PETERSON	6559 LASLEY SHORE	REROOF	AMERIPRO ROOFING	\$ 21,210.00	\$ 50.00	\$ 40.00						
				<b>TOTALS</b>		<b>\$ 1,225,643.00</b>	<b>\$ 3,998.90</b>	<b>\$ 2,791.12</b>						
<b>TOWN OF WINCHESTER PERMITS:</b>														
7/11/2023	16-23-7B	BRIAN KELLER	8355 MUD CREEK	POLE BARN	PINNO BUILDINGS	\$ 172,762.00	\$ 100.00	\$ 80.00						
7/18/2023	17-23-7B	BRIAN BARBER	5261 FAIRVIEW	DETACHED GARAGE	SELF	\$ 65,000.00	\$ 100.00	\$ 80.00						
7/20/2023	18-23-7E	ANDREW DUNCON	5273 CTY II	SERVICE CHANGE	FULL DRAW	\$ 2,000.00	\$ 130.00	\$ 104.00						
7/26/2023	19-23-7E	US INTERNET	8396 STEEPLE HILL	SERVICE	US INTERNET	\$ 1,000.00	\$ 130.00	\$ 104.00						
7/26/2023	20-23-7E	MARY EISCH	5345 ANN	GENERATOR INSTALL	SUBURBAN ELECT	\$ 9,780.00	\$ 130.00	\$ 104.00						
7/26/2023	21-23-7E	WEINZINGER	8847 N LOOP	NSFD ELECT	1ST ELECTRICAL	\$ 13,200.00	\$ 159.60	\$ 127.68						
7/26/2023	22-23-7E	DEBORAH TATE	8788 CTY MM	GENERATOR INSTALL	WITZKE ELECT	\$ 16,000.00	\$ 130.00	\$ 104.00						
7/26/2023	23-23-7E	JIM SMOGOLESKI	8717 CTY MM	SERVICE CHANGE	WITZKE ELECT	\$ 1,500.00	\$ 130.00	\$ 104.00						
				<b>TOTALS</b>		<b>\$ 281,242.00</b>	<b>\$ 1,009.60</b>	<b>\$ 807.68</b>						
<b>TOWN OF DALE PERMITS:</b>														
7/17/2023	47-23-7E	REED BUETOW	W9026 SCHOOL	WIRER DETACHED GARAGE	SELF	\$ 3,000.00	\$ 101.00	\$ 80.80						
7/25/2023	48-23-7E	BEN ROMENESKO	CTY M	ELECT FOR NSFD DETACHED G.	VALLEY ELECT	\$ 16,000.00	\$ 339.12	\$ 271.30						
7/25/2023	49-23-7H	BEN ROMENESKO	CTY M	HVAC NSFD	VAN HANDEL	\$ 19,259.00	\$ 339.12	\$ 271.30						
7/25/2023	50-23-7P	BEN ROMENESKO	CTY M	PLUMB NSFD	THERN PLUMB	\$ 32,000.00	\$ 339.12	\$ 271.30						
7/25/2023	51-23-7E	SCOTT REYNOLDS	W9030 MARIANNA	GENERATOR INSTALL	SELF	\$ 6,500.00	\$ 65.00	\$ 52.00						
7/25/2023	52-23-7E	KEN GOFFARD	W8971 BLACK OTTER	GENERATOR INSTALL	PETES ELECT	\$ 12,000.00	\$ 65.00	\$ 52.00						
7/25/2023	53-23-7E	DENNIS GILLESPIE	W9015 SCHOOL	GENERATOR INSTALL	BLACK-HAAK	\$ 6,000.00	\$ 65.00	\$ 52.00						
7/25/2023	54-23-7E	RAY SAMSON	W8930 HUNTERS	GENERATOR INSTALL	BLACK-HAAK	\$ 16,000.00	\$ 65.00	\$ 52.00						
7/27/2023	55-23-7B	TIM RASOR	HWY 96	POLE BUILDING	KAUFFMAN CONST	\$ 81,900.00	\$ 420.60	\$ 336.48						
				<b>TOTALS</b>		<b>\$ 192,659.00</b>	<b>\$ 1,798.96</b>	<b>\$ 1,439.17</b>						

**MEMORANDUM****Business Item A**

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Paul Sturgis on behalf of Sturgis Family Irrevocable Trust for approval of a CSM dividing Tax ID #006-0565 (8326 County Rd T) into two (2) lots.

Please see the below comments from Code Administrator Kussow:

After review of the attached revised 2-lot CSM dividing PIN 006-0565 (8326 County Rd T) into 2 lots, I have the following comments:

1. The subject property is located in the Town's General Agriculture (A-2) District.
2. The existing use of the subject property is agricultural and residential.
3. There are no floodplain or shoreland areas mapped on the subject property.
4. There is a mapped wetland along the southern parcel line of the subject property per the Winnebago County Hydrologic Viewer as shown on the CSM.
5. The subject property is not located in Outagamie County Airport Zoning or an Airport Height Limitation Zone.
6. The subject property is not located in a Sewer Service Area or Sanitary District.
7. The applicable minimum lot requirements for the A-2 District are as follows:
  - a. Minimum lot size: 5 acres
  - b. Minimum lot width: 200 ft.
  - c. Minimum road frontage: 200 ft.
  - d. Minimum side yard: 15 ft.
  - e. Minimum rear yard: 50 ft.

The proposed lots comply with all applicable requirements of the A-2 District.

**Suggested Motion:**

*Motion to recommend approval of the CSM dividing Tax ID #006-0565 as proposed.*

Respectfully Submitted,  
Kelsey

**Town of Clayton**  
**CERTIFIED SURVEY MAP REVIEW APPLICATION**

Item A.

Mail: 8348 CTR "T" – Larsen, WI 54947  
Phone – 920-836-2007 Fax – 920-836-2026  
Email – [tocadmin@new.rr.com](mailto:tocadmin@new.rr.com) Web Page – [www.townofclayton.net](http://www.townofclayton.net)

**Property Owner (s):** STURGIS FAMILY IRREVOCABLE TRUST

Address/Zip: 8326 C.T.H. "T", LARSEN, WI

Phone: 715-572-3625 Fax: \_\_\_\_\_ E-Mail: pscrotech@gmail.com

**Applicant:** PAUL STURGIS

Check: Architect \_\_\_\_ Engineer \_\_\_\_ Surveyor \_\_\_\_ Attorney \_\_\_\_ Agent \_\_\_\_ Owner X

Address/City/Zip: SAME AS ABOVE

Phone: SAME AS ABOVE Fax: \_\_\_\_\_ E-Mail: SAME AS ABOVE

Describe the reason for the Certified Survey Map: CREATE LOT AROUND EXISTING BUILDINGS

**Survey Specifics:**

No. of Lots: 2 Total Acreage: 37 Tax Key No.: 0060565

Legal Description: PART OF THE SW 1/4-NW 1/4, SECTION 21, T20N R16E, WINNEBAGO CO, WI.

Zoning: AGRICULTURAL

Surveyor: ANDREW J. SHIE - FOX VALLEY LAND SURVEYING Registration No.: S-2504

Address/City/Zip: 4321 W. College Ave., Suite 200, Appleton, WI 54914

Phone: 920-410-3379 Fax: \_\_\_\_\_ E-Mail: andy@foxvalleylandsurveying.com

I certify that the attached drawings are to the best of my knowledge complete and drawn in accordance with all Town of Clayton codes.

Applicant Signature: Paul Sturgis Date: 7/5/2023

**For Town Use Only**  
**(See Fee Schedule)**

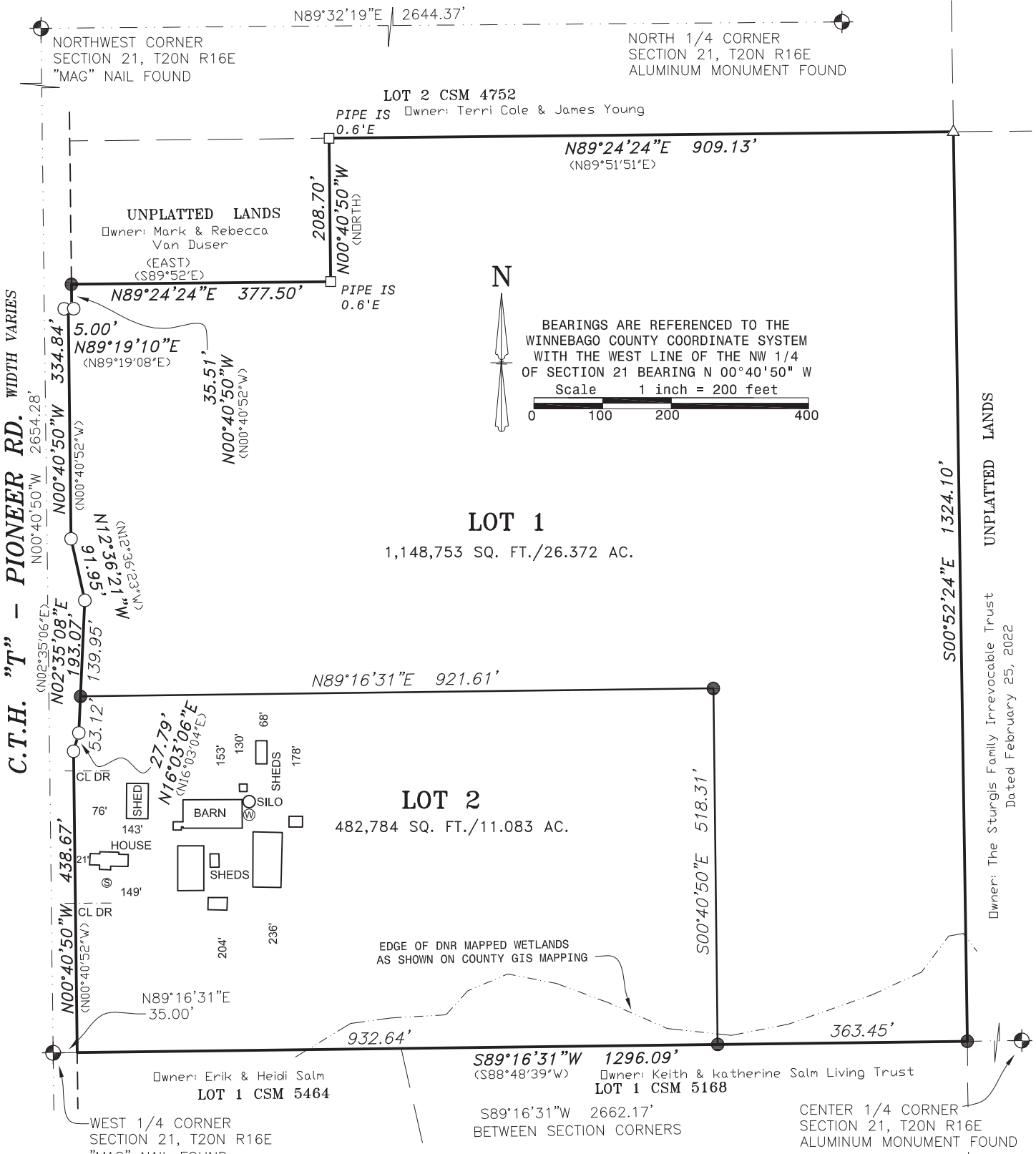
Fee: _____ Check #: _____ Receipt: _____ Date: _____			
Date Rec'vd Complete: _____		By: _____	
Applic. No.: _____		Town Board _____	
Review Meetings – Plan Comm _____		Town Board _____	
C.S.M. is: Approved _____		Approved with Condition _____ Denied _____	
Comments: _____			
_____			

Notes: 1. Please notify utility companies regarding your proposed development. 2. CSM approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. CSM & Fee must be submitted 20 working days prior to meeting.

# CERTIFIED SURVEY MAP

PART OF THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, IN SECTION 21, TOWNSHIP 20 NORTH, RANGE 16 EAST, TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN.

SURVEY FOR:  
PAUL STURGIS  
8326 C.T.H. "T"  
LARSEN, WI 54947



UNPLATTED LANDS  
Owner: The Sturgis Family Irrevocable Trust  
Dated February 25, 2022

## LEGEND

- 3/4" SOLID ROUND REBAR SET - 18" LONG, WEIGHING 1.502 LBS./LIN. FT.
- 1-1/4" O.D. IRON PIPE FOUND
- 3/4" REBAR W/CAP FOUND
- △ 3/4" REBAR FOUND
- ⊕ GOVERNMENT CORNER
- Ⓜ EXISTING WELL
- Ⓢ EXISTING SEPTIC TANK
- ( ) RECORDED AS

**FOX VALLEY  
LAND SURVEYING**  
4321 W. College Ave., Suite 200  
Appleton, WI 54914  
920-474-5025  
PROJECT NO. 201621-1  
SHEET 1 OF 3

# CERTIFIED SURVEY MAP

Part of the Southwest 1/4 of the Northwest 1/4, in Section 21, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

### SURVEYOR'S CERTIFICATE:

I, Andrew J. Shie, Professional Land Surveyor, hereby certify that I have surveyed, and mapped, at the direction of Paul Sturgis, part of the Southwest 1/4 of the Northwest 1/4, in Section 21, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin, described as follows:

Commencing at the West 1/4 corner of said Section 21; thence North 89 degrees 16 minutes 31 seconds East 35.00 feet, along the South line of the Northwest 1/4 of said Section 21, to the point of beginning; thence North 00 degrees 40 minutes 50 seconds West 438.67 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 16 degrees 03 minutes 06 seconds East 27.79 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 02 degrees 35 minutes 08 seconds East 193.07 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 12 degrees 36 minutes 21 seconds West 91.95 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 00 degrees 40 minutes 50 seconds West 334.84 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 89 degrees 19 minutes 10 seconds East 5.00 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 00 degrees 40 minutes 50 seconds West 35.51 feet, along the East right-of-way line of C.T.H. "T"-Pioneer Road; thence North 89 degrees 24 minutes 24 seconds East 377.50 feet, along the South line of lands described in Document 1001660; thence North 00 degrees 40 minutes 50 seconds West 208.70 feet, along the East line of lands described in Document 1001660; thence North 89 degrees 24 minutes 24 seconds East 909.13 feet, along the North line of the Southwest 1/4 of the Northwest 1/4 of said Section 21; thence South 00 degrees 52 minutes 24 seconds East 1324.10 feet, along the East line of the Southwest 1/4 of the Northwest 1/4 of said Section 21; thence South 89 degrees 16 minutes 31 seconds West 1296.09 feet, along the South line of the Southwest 1/4 of the Northwest 1/4 of said Section 21, to the point of beginning.

I have fully complied with Chapter 236.34 and A-E7 of the Wisconsin Statutes, the Subdivision Ordinances of Winnebago County and the Town of Clayton in surveying and mapping the above described property. This certified survey map is a correct representation of the exterior boundaries of the lands surveyed and the division thereof.

\_\_\_\_\_  
Andrew J. Shie, WI. Land Surveyor, S-2504 Date

### OWNERS CERTIFICATE:

As owner, I hereby certify that I caused the land described herein to be surveyed and mapped and as represented on this Certified Survey Map. I also certify that this plat is required by s236.10 or s236.12 to be submitted to the following for approval or objection:  
Town of Clayton  
Winnebago County

\_\_\_\_\_  
The Sturgis Family Irrevocable Trust Sign Here Date  
Dated February 25, 2022  
Print Name

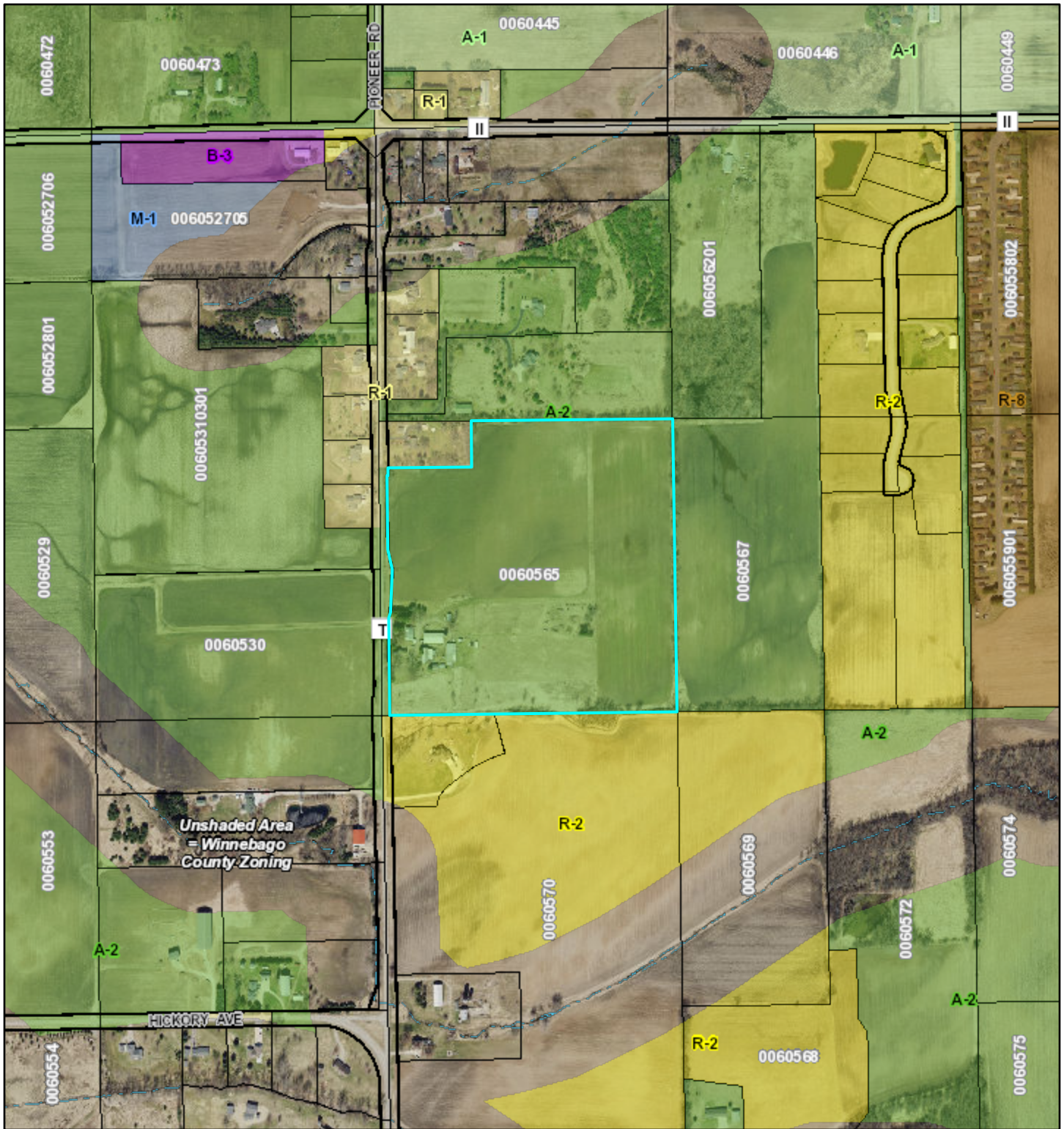
State of Wisconsin )  
Winnebago County ) SS  
Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above named owner to be the person who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Signature Date  
Commission expires on \_\_\_\_\_



# Sturgis CSM Town Zoning Map

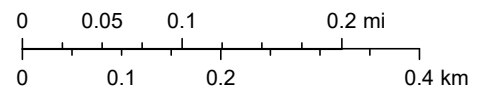
Item A.



7/26/2023, 10:50:59 AM

1:7,617

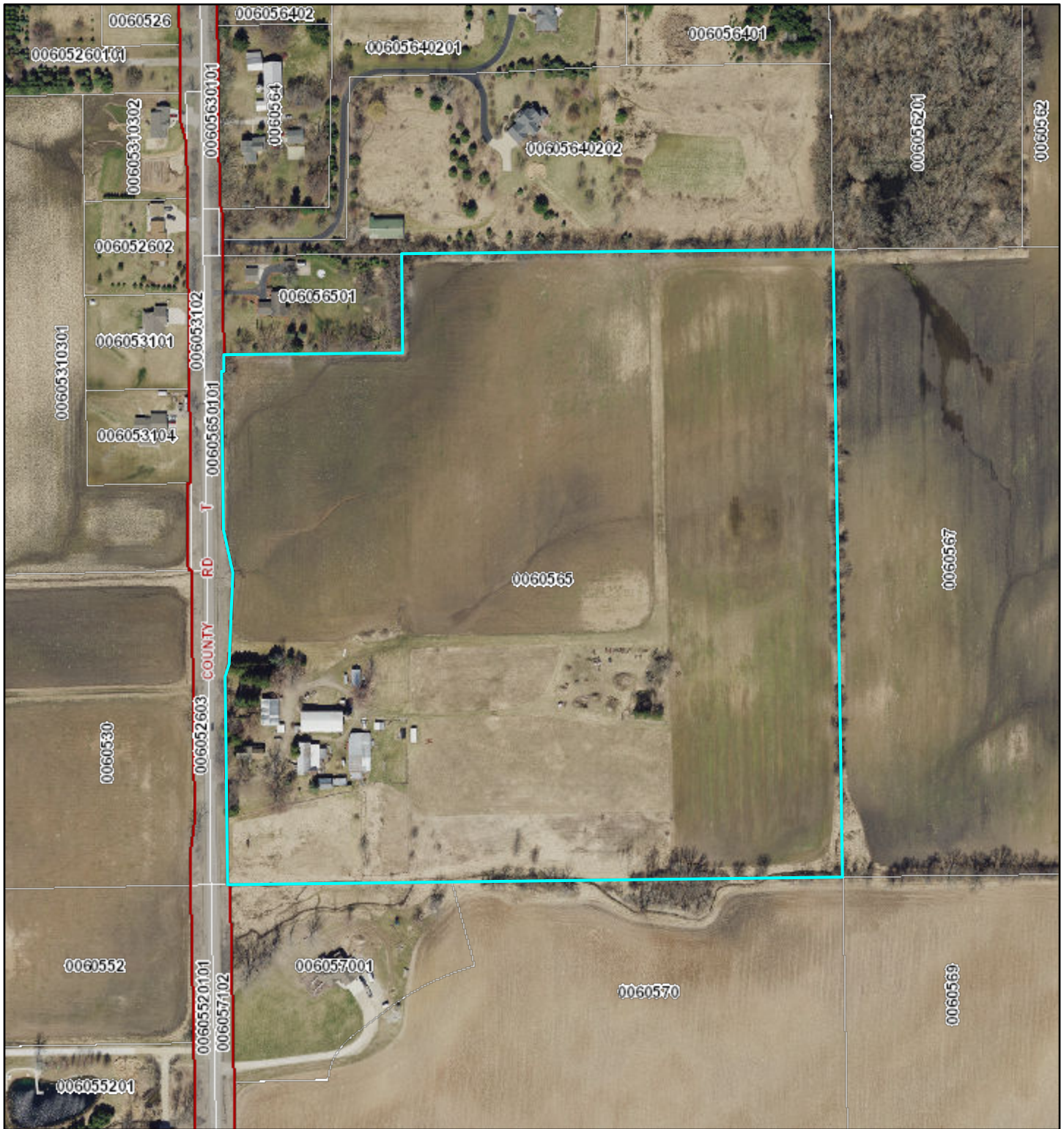
District Code / Description	
A-1 - Agribusiness	R-4 - Multifamily Residential
A-2 - General Agriculture	R-8 - Manufactured Housing Community
R-1 - Rural Residential	PDD - Planned Development
R-2 - Suburban Residential	B-1 - Local Service Business
R-3 - Two-Family Residential	B-2 - Community Business
	B-3 - General Business



Winnebago County GIS, Imagery Date: April 2020

# Sturgis CSM Aerial Map 1

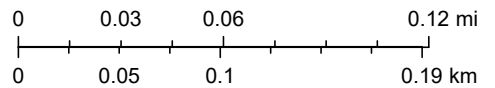
Item A.



7/26/2023, 10:45:21 AM

1:3,558

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways**
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW
- Municipal Boundary

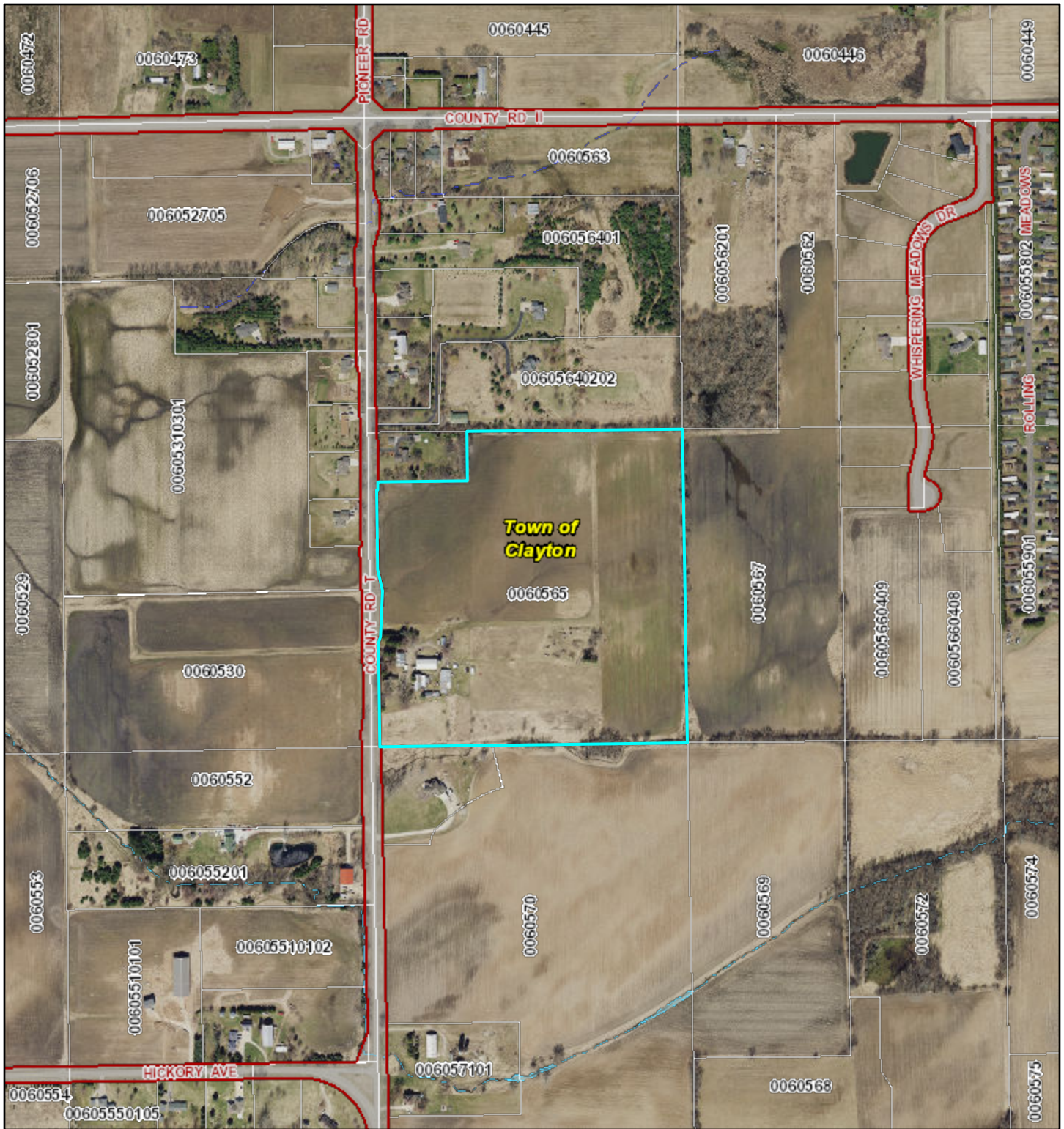


Winnebago County GIS, Imagery Date: April 2020



# Sturgis CSM Aerial Map 2

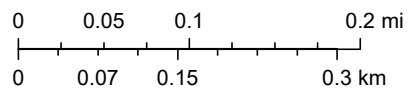
Item A.



7/26/2023, 10:48:00 AM

1:7,117

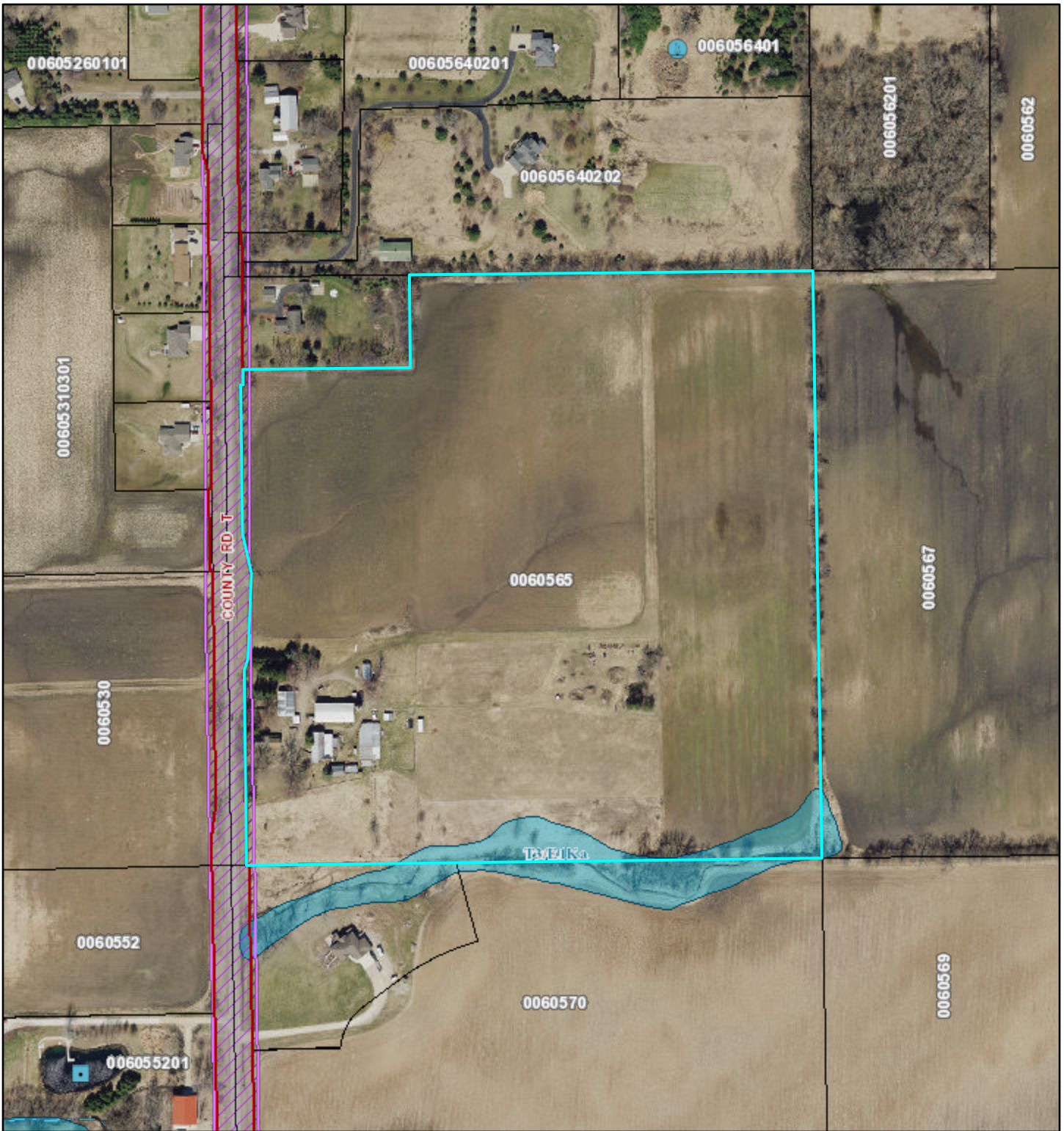
- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Tax Parcel Boundary
- Road ROW
- Municipal Boundary



Winnebago County GIS, Imagery Date: April 2020

# Sturgis CSM Wetland Map

Item A.



7/26/2023, 10:49:02 AM

1:3,809

## Wetland Areas

- Wetland
- Open Water Wetland

## Wetland Features

- Undelineated Wetland < 2 Ac.
- Dammed pond

Excavated pond

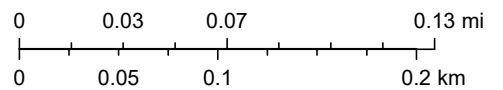
Project Review Area

Surface Water Drainageway District

Tax Parcels

## Navigable Waterways

Navigable - Permanent (unchecked)



Winnebago County GIS, Imagery Date: April 2020

## MEMORANDUM

### **Business Item B**

From: Administrator/Staff  
 To: Plan Commission  
 Re: Plan Commission review & discussion on allowing more than one principal building on a parcel of land & residences/dwellings accessory to non-residential uses.

Administrator Wisnefske is asking the Commissioners to begin discussing this issue. There have been several requests from various property owners regarding having more than one principal building on their parcel. Most recently the inquiries have been regarding having a residence and business building on the same parcel of land.

Administrator Wisnefske has sought input from Code Administrator Kussow on what our Code currently allows/states. Please see his comments below:

After thorough review of the code, Section 9.08-83 does not allow more than one principal building on a parcel of land in most circumstances. Section 9.08-83 states: *“There shall be no more than one principal building on a parcel of land, except as may be specifically allowed in this chapter. When this chapter allows more than one principal building on a lot, the reviewing authority may (1) require a greater yard setback than what is normally required for the zoning district in which it is located, (2) require additional landscaping, (3) establish a minimum separation between principal buildings, and (4) impose any other condition necessary to address concerns related to public health, safety, and welfare.”* Your code also does not have a use/allowance for residences accessory to businesses in which the owner or employees reside. Therefore, technically, the answer is a single-family residence is not allowed on the same parcel as the principal building.

I would recommend that this topic be put on a Plan Commission agenda for discussion in the near future to see if the Town wants to amend this limitation. Some communities do allow for multiple principal buildings on a parcel (e.g., commercial property with multiple commercial buildings) and/or residences accessory to businesses for the owner(s)/employee(s). The Town has also historically allowed developments with multiple commercial principal buildings. In my opinion, multiple principal buildings on a parcel may be acceptable in certain circumstances, especially in commercial instances. I am also a proponent of allowing a business owner [to] live on the same property as their commercial business.

Administrator Wisnefske will be available for questions and further discussion at the meeting.

### **DISCUSSION ITEM ONLY**

Respectfully Submitted,  
 Kelsey