



# PLAN COMMISSION

Wednesday, July 09, 2025 – 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

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

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Kendra Truckely for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.

### APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 11, 2025 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 June 2025 Building Inspection Report

### DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

- A. Administrator's Report

### BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Kendra Truckely for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.
- B. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

- C. Review/Discussion: Plan Commission review & discussion on proposed changes to Division 3 (Allowable Land Uses) of Article 8 of the Town of Clayton Zoning Code of Ordinances.

### **UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Aug 13; Sept 10; Oct 8
- B. Town Board (6:30 pm start unless otherwise noted) - July 16; Aug 6 & 20; Sept 3 & 17

### **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: --

**TOWN OF CLAYTON  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Plan Commission of the Town of Clayton will hold Public Hearings beginning at 6:30 pm on Wednesday, July 9, 2025, in the Town Office Meeting Room located at 8348 Hickory Ave, Larsen WI 54947. The purpose of the Public Hearing is to receive public comment regarding the following Conditional Use Application:

THE PETITIONER(S): Kendra Truckely has submitted a Conditional Use Application for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.

Copies of the Conditional Use Application are available at the Town Hall, or by contacting the Town Clerk at (920) 836-2007. All interested parties and any objections to this request being granted will be heard at the Public Hearings.

Dated this 25<sup>th</sup> day of June, 2025  
Kelsey Faust-Kubale, Clerk

Publish Wednesday, June 25, 2025  
and  
Wednesday, July 2, 2025

Post on or before June 25, 2025



# PLAN COMMISSION

Wednesday, June 11, 2025 – 6:30 PM

Item A.

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

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## MINUTES

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

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

### PRESENT

Chair Knapinski  
Commissioner Haskell  
Commissioner Nemecek  
Commissioner Haase  
Commissioner Ketter  
Commissioner Hopkins

### EXCUSED

Town Board Rep. Christianson

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski  
Code Administrator Kamke

## APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 14, 2025 Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to approve the Minutes of the Wednesday, May 14, 2025, Plan Commission Meeting as presented

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Haase, Commissioner Hopkins

**Abstaining:** Commissioner Ketter

**Motion carried 5-0.**

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

## CORRESPONDENCE

- A. Distribution of the May 2025 Building Inspection Report

**DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)**

- A. Administrator's Report

**BUSINESS**

- A. Review/Discussion: Plan Commission review & discussion on proposed changes to Division 3 (Allowable Land Uses) of Article 8 of the Town of Clayton Zoning Code of Ordinances.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - July 9; Aug 13; Sept 10
- B. Town Board (6:30 pm start unless otherwise noted) - June 18; July 2 & 16; Aug 6 & 20
- C. Joint TID #1 Review Board Annual Meeting - June 19 starting at 10 am

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:39 pm.

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

**Motion carried 6-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

**INTERMUNICIPAL REPORT JUNE 2025 PERMITTING**

Item A.

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
<b>TOWN OF CLAYTON PERMITS:</b>								
6/2/2025	192-25-6B	DON SIKMA	3277 WISMER	DETACHED GARAGE	SELF	\$ 40,000.00	\$ 424.00	\$339.20
6/2/2025	193-25-6E	DON SIKMA	3277 WISMER	DETACGED GARAGE ELECT	SELF	\$ 1,500.00	\$ 316.00	\$252.80
6/2/2025	194-25-6B	BART BENBOW	9467 CENTER	ADDITION	A-SQUARE BUILDERS	\$ 130,000.00	\$ 193.60	\$154.88
6/3/2025	195-25-6E	BLACK CREEK LIMESTONE	4729 CTY II	SERVICE	MCC INC	\$ 700.00	\$ 150.00	\$120.00
6/3/2025	196-25-6P	SUE FUNK	2622 OAKRIDGE	WATER HEATER REPLACEMENT	BLACK-HAAK	\$ 5,000.00	\$ 100.00	\$80.00
6/3/2025	197-25-6E	VANS REALTY	8387 ST NORBERT	NSFD ELECT	QUANTUM ELECT	\$ 11,000.00	\$ 529.40	\$423.52
6/3/2025	198-25-6P	VANS REALTY	8378 ST NORBERT	NSFD PLUMB	TIM RAUSCH PLUMB	\$ 19,589.00	\$ 506.60	\$405.28
6/3/2025	199-25-6P	VANS REALTY	2647 LAWRENCE	NSFD PLUMB	TIM RAUSCH PLUMB	\$ 19,589.00	\$ 543.20	\$434.56
6/9/2025	200-25-6E	JUSTIN SCHROEDER	9449 MEMORY LN	NSFD ELECT	ALANS ELECT	\$ 40,000.00	\$ 1,227.70	\$982.16
6/9/2025	201-25-6P	JUSTIN SCHROEDER	9449 MEMORY LN	NSFD PLUMB	WATTERS PLUMB	\$ 55,216.00	\$ 1,227.70	\$982.16
6/9/2025	202-25-9H	JUSTIN SCHROEDER	9449 MEMORY LN	NSFD HVAC	C&S HEATING	\$ 25,000.00	\$ 1,227.70	\$982.16
6/9/2025	203-25-6E	JAKE IGEL	8469 WHISPERING MEADOWS	NSFD ELECT	A&W ELECT	\$ 15,000.00	\$ 516.40	\$413.12
6/9/2025	204-25-6P	JAKE IGEL	8469 WHISPERING MEADOWS	NSFD PLUMB	DENNEE PLUMB	\$ 13,475.00	\$ 516.50	\$413.20
6/12/2025	205-25-6E	ROB CAVAGNAL	8007 NICHOLE HEIGHTS	REMOD ELECT	QUANTUM ELECT	\$ 1,200.00	\$ 130.00	\$104.00
6/12/2025	206-25-6B	GARY CUTLER	8179 CHALLENGER	ADDN	LINKED LIVING	\$ 275,000.00	\$ 347.50	\$278.00
6/16/2025	207-25-6B	ADAM REICHENBERGER	3044 RIDGEWAY	REROOF	SELF	\$ 18,000.00	\$ 100.00	\$80.00
6/17/2025	208-25-6B	ROCK SOLID	8355 ST NORBERT	NSFD PLUMB	INTEGRITY PLUMB	\$ 16,500.00	\$ 556.70	\$445.36
6/17/2025	209-25-6H	JAKE IGEL	8469 WHISPERING MEADOWS	NSFD HVAC	KRAMER HVAC	\$ 16,125.00	\$ 516.40	\$413.12
6/18/2025	210-25-6B	ROCKSOLID PROPERTIES	8388 ST NORBERT	NSFD	ROCKSOILD	\$ 350,000.00	\$ 950.00	\$760.00
6/18/2025	211-25-6E	ROCKSOLID PROPERTIES	8388 ST NORBERT	NSFD ELECT	BADER ELCT	\$ 7,000.00	\$ 537.00	\$429.60
6/18/2025	212-25-6B	BRAD DELEEW	3014 ROSEMOON WAY	NSFD	C&C CUSTOM	\$ 877,994.00	\$ 1,250.10	\$1,000.08
6/23/2025	213-25-6B	RANDY SAMP	8040 PRAIRIEWOOD	REROOF	PRESTIGE ROOFING	\$ 26,082.00	\$ 100.00	\$80.00
6/23/2025	214-25-6H	JASON FREE	3487 KNOX	A/C REPLACEMENT	BLACK-HAAK	\$ 4,000.00	\$ 100.00	\$80.00
6/24/2025	215-25-6B	BRIAN JANOSIK	2940 E RIDGE PL	GARDEN SHED	SELF	\$ 3,000.00	\$ 124.00	\$99.20
6/25/2025	216-25-6B	SAMANTHA XIOUG	8175 OAKWOOD	DETACHED GARAGE	AFFORDABLE CONTRACTING	\$ 50,000.00	\$ 250.80	\$200.64
6/26/2025	217-25-6B	JOHN LARSON	2947 E RIDGE PL	INGROUND POOL	CLA LANDSCAPES		\$ 150.00	\$120.00
6/26/2025	218-25-6E	JOHN LARSON	2947 E RIDGE PL	INGOUND POOL ELECT	P&J KAMPO	\$ 500.00	\$ 100.00	\$80.00
								\$0.00
					<b>TOTALS</b>	<b>\$ 2,021,470.00</b>	<b>\$ 12,691.30</b>	<b>\$10,153.04</b>
<b>TOWN OF WINNECONNE PERMITS:</b>								
6/11/2025	59-25-6B	THE STORAGE PLACE	6392 CROSS	MINI STORAGE	A&M CONST	\$ 184,000.00	\$ 353.36	\$ 282.69
6/11/2025	60-25-6B	JERRY CEGIEL	6777 WENTZEL SHORE	REROOF	ALL-AMERICAN CONST	\$ 12,000.00	\$ 40.00	\$ 32.00
6/11/2025	61-25-6E	CURT MARX	6445 PAULSON	NSFD ELECT	MK ELECT	\$ 15,000.00	\$ 129.54	\$ 103.63
6/11/2025	62-25-6H	CURT MARX	6445 PAULSON	NSFD HVAC	MARTENS HVAC	\$ 12,000.00	\$ 129.54	\$ 103.63
6/11/2025	63-25-6P	CURT MARX	6445 PAULSON	NSFD PLUMB	KIETH PETERSON PLUMB	\$ 15,000.00	\$ 129.54	\$ 103.63
6/16/2025	64-25-6B	MATT SAGORAC	6901 SUNSET	RE-ROOF	SECURITY ROOFING	\$ 28,151.00	\$ 50.00	\$ 40.00
6/17/2025	65-25-6P	HUISMAN HOMES	6674 FALCON	NSFD PLUMB	INTEGRITY PLUMB	\$ 18,000.00	\$ 183.42	\$ 146.74
6/17/2025	66-25-6E	VERIZON WIRELESS	6548 CTY M	SERVICE	STRAY VOLTAGE	\$ 15,000.00	\$ 105.00	\$ 84.00
6/19/2025	67-25-6E	THE STORAGE PLACE	6392 CROSS	SERVICE	ELECTRICAL SERVICES	\$ 3,000.00	\$ 219.96	\$ 175.97
6/19/2025	68-25-6B	PETER KRIZ	5937 OAK	REROOF	SCHSBEL EXTERIORS	\$ 20,700.00	\$ 50.00	\$ 40.00
6/25/2025	69-25-6E	DAVE BLACK	6752 E WENTZEL SHORE	GENERATOR INSTALL	ADAMS POWER	\$ 12,836.00	\$ 60.00	\$ 48.00
								\$ -
					<b>TOTALS</b>	<b>\$ 335,687.00</b>	<b>\$ 1,450.36</b>	<b>\$ 1,160.29</b>

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

From: Administrator/Staff  
To: Plan Commission  
Re: Plan Commission review & recommendation on a Conditional Use Application submitted by Kendra Truckely for a proposed backyard chickens accessory use located at 4521 Grandview Rd, specifically described as Tax ID #006-0944.

Included is the application for the conditional use permit. Conditions placed on all prior granted CUPs are as follows:

- The number of chickens be limited to six (6) as this is the standard number allowed.
- That no roosters be allowed per the Town's Zoning Code Sec. 9.08-444 – Backyard Chickens.
- Chickens shall not be kept on the property for commercial purposes.
- The slaughter of chickens for commercial use on the premises is prohibited.
- That the chickens be provided with a covered enclosure and be required to be kept in the covered enclosure or a fenced enclosure at all times.
- That the enclosure be located at least 25 feet from any residential structure on an adjacent lot.
- The owner, operator, or tenant shall register the premise where chickens are kept with the Wisconsin Department of Agriculture, Trade and Consumer Protection as required by state law and maintain such registration for so long as may be required.

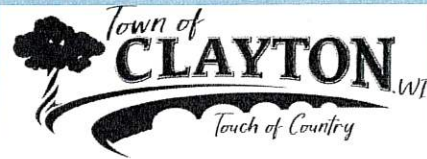
**Suggested Motion(s):**

*Motion to recommend approval of the Conditional Use Application submitted by Kendra Truckely.*

Respectfully Submitted,  
Kelsey

# Conditional Use Application

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



### Property Owner(s)

Name Paul E Sidbeck

Street Address 4521 Grandview Rd

City Larsen State WI Zip Code 54947

Phone (920) 886-5722

E-mail toonine81@gmail.com

### Applicant:

Check: Architect:  Engineer:  Surveyor:  Attorney:  Agent:  Owner:

Name: Kendra L Truckey

Address: 4521 Grandview Rd Larsen WI Zip Code: 54947

Phone: 920 381-1862 E-Mail: Kendratsidbeck@gmail.com

Describe the reason for the Conditional Use: Egg laying; personal use

### Conditional Use Specifies:

Number of Lots: 1 Total Acreage: .75 Tax Key #: 006-0944

Legal Description: Primary Residence, small hobby garden  
(10 by 15)

Current Zoning: R1

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: Kendra Truckey Date: 6/9/25

For Town Use Only

### Fee (see Town Fee Schedule)

Fee: \$350.00 Check #: CASH Receipt: 3363 Date: 6/9/25  
 Received By: Carolee G.

Review Meetings - Plan Comm \_\_\_\_\_ Town Board \_\_\_\_\_

Newspaper Publication Dates: \_\_\_\_\_ & \_\_\_\_\_ Posting Date: \_\_\_\_\_

300ft Neighborhood Notice Distribution : \_\_\_\_\_

Conditional Use is:  Approved  Denied

Comments: \_\_\_\_\_

Notes: 1. Please notify utility companies regarding your proposed development. 2. A Conditional Use approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. A Conditional Use Application & Fee must be submitted 30 working days prior to meeting.



6'x10'

## MEMORANDUM

### **Business Item B**

From: Administrator/Staff  
 To: Plan Commission  
 Re: Plan Commission review & recommendation on a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

The Town of Clayton Zoning Ordinance defines a commercial stable in Article 3, section 9.03-02, Series 5, 9.05

**“Commercial stable** A place where horses, donkeys, and other similar domesticated animals are kept for boarding, instructional purposes, or hire on trail rides. Nonresidential buildings and other structures, such as barns, stables, riding arenas, and sheds, necessary for the operation are allowed.”

Commercial stable is a use under the General Services. It is not under the agricultural use umbrella. If the facility wants to claim they are more instructional services, that use is not allowed at all in A-2.

A land use of Commercial Stable is classified into the “General Services” category, and is not considered an Agricultural or Residential use under the Town of Clayton Zoning Ordinance. A Commercial Stable is only allowed by Conditional Use Permit (CUP), and is limited to parcels with zoning of either A-2 General agriculture district or I-1 Light industrial district. General Services includes uses like health care clinics and centers, veterinary clinics, professional services like real estate offices and law offices, and photography studios, etc., as well as the commercial kennels, commercial stables, large and small equipment rental facilities, and landscaping businesses. Activities occurring on the Voigt property in consideration under this CUP request meet this definition.

Conditional land uses are those that are not appropriate generally or without restriction, but if controlled as to the number, area, location, or relation to the surrounding properties by the imposition of appropriate conditions, could promote the public health, safety, or general welfare. Article 3, 9.03-01 (b)(102).

As a baseline, all Conditional Use permits require these items to be considered a complete application:

- Conditional Use Permit application
- Site plan as defined in Division 13 of Article 7, Zoning Ordinance; this includes a site map with all listed details included, as well as an operational plan, a landscaping plan meeting Attachment E standards, and building plans for all relevant structures. The submitted operational plan references a longer copy that as of writing, has not been submitted to the Town.

As allowed in 9.05-54 and 9.05-55, the Town Planning Commission has requested additional conditions that relate to the establishment, location, construction, maintenance, operation of the use, off-site impacts, and other aspects of the use that impacts the public health, safety, and general welfare. These include requiring a copy of the following permits:

- Winnebago County address assignment application
- DNR Stormwater Notice of Intent
- Winnebago County Zoning Septic System permit servicing the barn facilities
- Town Sign permit, or information sufficient to prove exemption from permit requirements
- Approval of State Commercial Building Plans

- Valid Winnebago County Stormwater permit – required for activities related to commercial uses
- Valid Winnebago County Erosion Control permit
- Current Winnebago County Livestock Waste Management Permit
- ID from the Department of Agriculture, Trade, and Consumer Protection (DATCP) for livestock premise registration

A table listing these and showing the respective statuses of the applicant’s submissions follows this memo narrative. **In summary, the required information was not submitted for this matter to be considered a complete conditional use permit application.**

In cases where insufficient information is provided, the Town may extend the deadline for gathering and providing the documents by up to three months. A greater extension was provided at the March 12, 2025 Public Hearing and Plan Commission meeting, where the applicant was granted not more than 120 days to come before the Plan Commission again. The closest Plan Commission meeting to this July 10, 2025, deadline, is the July 9 meeting.

To assist the property owners in finding compliance with the ordinance standards, the Town provided outreach several times to the applicant with detailed instructions and directions on necessary information the Zoning Ordinance and Planning Commission required.

- Letter communication predating the March 2025 Planning Commission meeting was sent to the property owners, dated July 24, 2024, and February 3, 2025.
- Emails sent by the Town staff after the March Planning Commission meeting were dated March 21, and May 6. These communications respectively outlined starting points for standards, and detailed lists of expectations for CUP application submission materials.

All sites with livestock as defined by DATCP must register with the state and be provided an ID number. This year is a renewal year for all registered sites, and the Town requests verification the site is registered and has renewed for the next 3-year cycle. This information is requested for all livestock operations, even including backyard chicken permits.

County Land Conservation department has verified that if actions to manage and dispose of livestock waste have changed since the permit was issued in 2023, a revised plan must be filed with their office. Information provided at the March 2025 Public Hearing by the applicant and owners contradicts what was listed with the County as planned livestock waste management procedures, so the Town requests an updated permit. 9.08-315 allows the Town to regulate the handling and disposal of livestock waste for commercial stable operations.

Review Item	Submission Status	Notes
Conditional Use Permit application	Submitted	Submitted Town application document
Site Plan, as defined in Division 13 of Article 7	Incomplete	Per ordinance, all of these listed inclusions of a Site Plan are required for CUP requests. With the application missing required documents and plans, this is an incomplete submission. Ordinance allowed for up to three months to obtain the required materials and resubmit, which was granted in March.
Ground contours of site & project location	Submitted	From residential building plans
Environmental areas of site	N/A	

Buildings, all existing and proposed	<b>Submitted</b>	All existing buildings submitted; no future expansions or buildings noted
Outdoor storage, activity areas	Submitted	
Setbacks	Submitted	
Existing and proposed landscaping, meeting standards within Attachment E	<b>None submitted</b>	There were no landscaping plans submitted
Outdoor lighting plans; location and fixture specs	<b>None submitted</b>	There were no outdoor lighting plans submitted
Stormwater facilities, existing & proposed	<b>None submitted</b>	There were no plans to submitted to Town or County
Utilities, type and manner of installation	<b>None submitted</b>	No utility plans were submitted
Transportation facilities; driveways, fire lanes	<b>None submitted</b>	Firelane turnaround diagrams not provided; driveway location is included on applicant's site plan page
Parking areas; stalls with sizes, accessible stalls listed	<b>Information submitted</b>	Angled parking spaces (15) are outlined on Page T1 of Site Plan document. No dimensions listed. Standard stalls are required at a ratio of 1 parking space per 4 stable stalls. Site has 6 stalls, so at least 2 parking spaces is the minimum standard required. Accessible stall requirements are based on minimum standards, and 1 accessible space is required when standard stall requirements are under 25 spaces. Number of stalls meets ordinance standards. Overall compliance TBD based on dimensions.
Building plans for all structures related to the use	Residential plans submitted	All existing residential buildings' plans submitted
Operation plan for business use	Submitted	A paragraph was included on separated page
<b>Review Item</b>	<b>Submission Status</b>	<b>Notes</b>
Additional Permits as relevant to proposal:		
County Address Assignment Application	Submitted	Use of property listed as Residential; address for home only, not barn or associated "outbuildings"
DNR - Stormwater Notice of Intent (NOI) for land disturbance in excess of 1 acre	Submitted	"Voigt Residence" permit; 5.09 ac listed for Residential project site. Claimed exemption from post-construction standards under allowances in NR151.121 for less than one acre final impervious surface. <i>Post construction standards are stormwater facilities like wet ponds, detention swales, and infiltraion devices.</i> Other CUP submission materials contradict this final impervious amount, detailing it closer to 1.25-1.5ac at completion.

Private Onsite Wastewater Treatment System permit (commercial use system)	Rec'd from County	Town obtained copy of barn system permit from County
Sign permit	<b>None submitted</b>	Installed without permit, or installed without verification it meets criteria to be exempt from permitting.
State Commercial Building Plan Approval	<b>None submitted</b>	State reviewing plans that were submitted on June 18, 2025
Stormwater permit with associated plans	<b>None submitted</b>	No stormwater permit, County or State, was applied for or issued. Winnebago County Stormwater Plan is required.
Valid County erosion control permit	<b>Submitted old expired permits</b>	Submitted expired permit
Current Livestock Waste Management Permit	<b>Submitted old permit</b>	Submitted partial documents of an outdated plan, new permit necessary per County staff since disposal of livestock waste has changed since 2023 permit.
Livestock premise registration ID from DATCP	<b>None submitted</b>	No known DATCP registration

Respectfully Submitted,  
Kelsey

## MEMORANDUM

### Business Item C

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & discussion on proposed changes to Division 3 (Allowable Land Uses) of Article 8 of the Town of Clayton Zoning Code of Ordinances.

This covers the proposed changes to the Land Use Matrix, Exhibit 8-1, by land use section. Red text has been preliminarily reviewed and will have larger impacts to consider than just the matrix change – these are more involved and wide-reaching changes that should be considered carefully.

1. Agriculture
  - a. Add a conditional use permit process for having fewer than 500 animal units on R-1, Rural residential zoned lands.
  - b. Add permitted use allowances for Greenhouses in the B-2, B-3, I-1, and I-2 districts.
2. Resource Based Uses
  - a. Remove conditional use allowance for hunting preserves in I-1 and I-2, making A-2 the only district for this use through CUP process
3. Residential
  - a. Make mixed use housing a permitted use in B-2 from a CUP process.
  - b. Change multifamily buildings with 5-8 units to a Permitted use in M-1 district
  - c. Remove CUP allowances for townhouse from the B-3 district
4. Special Care Facilities
  - a. Remove R-1 permitted and conditional uses for any use in this category
  - b. Change Group Daycare Center uses to permitted in R-3 and R-4; remove conditional use path for this use in I-1 and I-2 districts
  - c. Hospice care centers permitted in R-2, R-3, B-1, B-2, and M-1; remove A-2 and R-1 allowance for this use.
  - d. Remove nursing home from R-1 uses, change B-2 and M-1 to permitted
  - e. Remove retirement home CUP allowance from R-1; make use permitted in B-2 and M-1
5. Group Accommodations
  - a. Remove CUP in B-3 for Campgrounds and group recreation camps
  - b. Remove Resort CUP allowance in A-2
  - c. Make Resort use permitted in M-1
6. Food and Beverage Sales
  - a. Make brewpub uses permitted in B-2, I-1
  - b. Make Restaurant and Tavern uses permitted in P-1, M-1
7. Vehicle Rental, Sales, Services
  - a. Change Conditional use allowances for 7.03-7.06 to permitted uses.
8. General Sales
  - a. General retail sales from CUP to permitted in B-1 and M-1
  - b. Outdoor sales as permitted in I-1, and not allowed in B-1 and B-2

## 9. General Services

- a. Administrative services to Permitted in B-1
- b. Remove CUP option in B-1 lands for body-piercing establishments
- c. Commercial kennel as CUP in A-1
- d. Commercial stable as CUP in A-1, remove option for I-1 lands
- e. Remove large equipment rental as CUP in B-2
- f. Remove funeral home as CUP in B-1
- g. Change general repair from CUP to permitted in B-1, I-1 districts
- h. Change general services from CUP to permitted in B-1
- i. Health care clinic as CUP in P-1, permitted in B-1
- j. Health care center as CUP in P-1, permitted in B-2
- k. Instructional services from CUP to permitted in B-1 and I-1
- l. Landscape business as CUP to permitted in A-2, B-3**
- m. Remove CUP allowance in B-1 for tattoo establishment
- n. Change veterinary clinic (both small animal and general) to permitted uses in A-2, I-2
- o. Change veterinary clinic general to permitted in B-3
- p. Change veterinary clinic small animal to permitted in B-1

## 10. Recreation and Entertainment

- a. Remove CUP option in P-1 for outdoor shooting ranges

## 11. Government and Community Service

- a. Change Animal shelter to permitted from CUP in A-2
- b. Make recreation trail a permitted use in A-1
- c. Change worship facility allowance in P-1 lands – is currently Permitted

## 12. Telecommunications and Utilities

- a. Make solar energy systems a conditional use in all districts**

## 13. Transportation

- a. Make parking structures a permitted use in I-1
- b. Remove park-and-ride allowances for A-2, R-1 districts**

## 14. General Storage

- a. Remove allowance in B-3 for personal storage facility

## 15. Industrial

- a. Make artisan shops a permitted use in B-1, B-2
- b. Remove allowances in A-1 and A-2 districts for nonmetallic mine batching plants and biofuel production plants

## 16. Solid Waste

- a. Reevaluate the conditional use allowance of P-1 lands for solid waste landfills and transfer stations

## 17. Accessory Uses

- a. Reevaluate the use of Adult Family homes as a permitted use in R-1
- b. Backyard chickens – add as permitted in A-1, R-1, R-2, R-3, and R-8\*\*  
May depend on July 2 Town Board meeting
- c. Set Short term rentals as permitted in A-1, A-2, R-1, R-2, R-3, B-1 and B-2 districts
- d. Change CUP to permitted use of farm building storage in A-2
- e. Change Farmstead retail outlet to a permitted use in A-1 and A-2 (from CUP)
- f. Household livestock on 5 acres or more from CUP to permitted use in R-1
- g. Storage containers, any number of units - move to temporary use section.

Align with 9.08-31

18. Temporary Uses

- a. Remove administrative review requirements for agricultural product sales, both onsite and offsite; no change to zoning districts and regulations
- b. Remove administrative review requirements for on-site construction offices and yards; no change to zoning districts and regulations
- c. Evaluate the need to keep the special event uses of 18.14-18.17

Additionally, discussion could be had as to:

- new administrative review permits, such as temporary use permits which provide a specific and therefore more enforceable end date for the use
- operations plan that would detail the functions for the relevant use

**DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN**

Respectfully Submitted,  
Kelsey