



# PLAN COMMISSION

Wednesday, April 10, 2024 – 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, March 13, 2024 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 February 2024 Building Inspection Report

### BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed CSM dividing/reconfiguring Tax ID #006-0035, Tax ID #006-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.
- B. 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.
- C. 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.

### UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Apr 17; May 1 & 15; June 5 & 19  
**The April 17th meeting will begin immediately following the Annual Reorganizational Meeting**
- B. Plan Commission (6:30 pm start unless otherwise noted) - May 8; June 12; July 10
- C. Annual Town Meeting - April 16 at 6:30 pm
- D. Annual Reorganizational Meeting - April 17 at 6:00 pm
- E. Open Book - May 8 from 12 pm - 2 pm
- F. Board of Review - May 28 starting at 10 am

**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, March 13, 2024 at 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 Dorow  
Commissioner Ketter

### EXCUSED

Commissioner Hopkins  
Town Board Rep. Christianson

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale  
Planner Jaworski

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

- A. Public Hearing on proposed batch text amendments to the Town of Clayton Zoning Ordinance regarding definition and development of Self Storage within the Town of Clayton.

### **NO COMMENTS RECEIVED - HEARING CLOSED AT 6:31 PM**

- B. Public Hearing on a Re-zoning Application submitted by Devin Nikodem on behalf of Marty & Suzette Nikodem Revocable Trust, et. al., to re-zone Tax ID #006-0095-01-03 (Winnegamie Dr). The application is to re-zone the listed parcel from R-1 (Rural Residential District) to R-3 (Two-family Residential District).

Brett Jensen, 4063 Winnegamie Dr, Neenah, spoke against the re-zoning with concerns on how the property would be developed

Ashley Jensen, 4063 Winnegamie Dr, Neenah, spoke against the re-zoning with concerns over having a multi-family unit next door to her property

Devin Nikodem, 4085 Winnegamie Dr, Neenah, spoke to reasons for applying for the re-zoning of the property

### **HEARING CLOSED AT 6:38 PM**

- C. Public Hearing on a Conditional Use Application submitted by Leif Bergstrom for a proposed pond residential accessory use located at 3130 Rose Moon Way, specifically described as Tax ID #006-0670-01-06.

**NO COMMENTS RECEIVED - HEARING CLOSED AT 6:39 PM**

**APPROVAL OF MINUTES**

- A. Approval of the Minutes of the Wednesday February 14, 2024 Plan Commission Meeting

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, February 14, 2024 Plan Commission Meeting.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

**Motion carried 5-0.**

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

**CORRESPONDENCE**

- A. Distribution of the February 2024 Building Inspection Report

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on proposed batch text amendments to the Town of Clayton Zoning Ordinance regarding definition and development of Self Storage within the Town of Clayton.

**MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Commissioner Haskell to set aside for no more than 60 days this agenda item to clarify the following: relation to accessory use and personal use, how the definition fits into the land use matrix, if this could be a permitted or conditional use within the Zoning Code, and the effect of personal storage on personal property.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

**Motion carried 5-0.**

- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) submitted by Chris Perrenault on behalf of Mary Alice Eisch for approval of a CSM combining & reconfiguring Tax ID #006-0693 (Oakwood Ave), Tax ID #006-0694, Tax ID #006-0695 (Oakridge Rd), and Tax ID # 006-0696 into two (2) lots.

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to recommend approval of the CSM combining & reconfiguring the listed Tax ID #'s as proposed.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

**Motion carried 5-0.**

- C. Review/Recommendation: Plan Commission review & recommendation on Resolution 2024-001 making a Recommendation to the Town Board of Supervisors regarding a Re-zoning application submitted by Devin Nikodem on behalf of Marty & Suzette Nikodem Revocable Trust, et. al., to re-zone Tax ID #006-0095-01-03 (Winnegamie Dr). The application is to re-zone the listed parcel from R-1 (Rural Residential District) to R-3 (Two-family Residential District).

**MOTION**

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Dorow to approve Resolution 2024-001 Recommending the Re-zoning of Property from the R-1 (Rural Residential District) to the R-3 (Two-family Residential District).

**Voting Yea:** Chair Knapinski, Commissioner Dorow, Commissioner Ketter

**Voting Nay:** Commissioner Haskell, Commissioner Nemecek

**Motion carried 3-2.**

- D. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Application submitted by Leif Bergstrom for a proposed pond residential accessory use located at 3130 Rose Moon Way, specifically described as Tax ID #006-0670-01-06.

**MOTION**

**Motion made** by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the Conditional Use Application submitted by Leif Bergstrom with the following conditions:

1. The project shall comply with all applicable local, state, and federal codes/ordinances. Applicant should be aware that a Winnebago County stormwater management/erosion control permit may be required for this project. It is the applicant's responsibility to comply with any Winnebago County permit/approval requirements and obtain any required Winnebago County permits/approvals prior to commencing construction.

2. Any substantial changes, additions, and/or expansions to the pond shall be reviewed and approved by the Plan Commission and Town Board in accordance with the Town of Clayton Zoning Ordinance and the Town of Clayton Pond Ordinance (Town of Clayton Ordinance 2022-002). Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

3. Pond may not be used by applicant or others for any recreational purposes including, but not limited to swimming, docks, and/or piers.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

**Motion carried 5-0.**

**UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - Apr 10; May 8; June 12

- B. Town Board (6:30 pm start unless otherwise noted) - March 20; Apr 3 & 17; May 1 & 15
- C. Annual Town Meeting - April 16
- D. Annual Reorganizational Meeting - April 17

**ADJOURNMENT**

**MOTION**

**Motion made** by Commissioner Haskell, **Seconded** by Commissioner Nemecek to adjourn at 7:54 pm.

**Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Ketter

**Motion carried 5-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk

**INTERMUNICIPAL REPORT MARCH 2024 PERMITTING**

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE
<b>TOWN OF CLAYTON PERMITS:</b>								
3/11/2024	37-24-3E	DONNA SEELow	9183 OAKRIDGE	SERVICE CHANGE	CUMINGS ELECT	\$ 2,500.00	\$ 100.00	
3/11/2024	38-24-3E	KYLE GUSTAFON	9346 BROAD MEADOW	NSFD ELECT	TEAM SERVICES	\$ 22,000.00	\$ 423.84	\$ 339.07
3/11/2024	39-24-3H	GABRIELLE HAAS	8072 GOLDEN PRIMROSE	REPLACE FURNACE	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$ 60.00
3/11/2024	40-24-3E	CHARTER COMMUNICATIOI	SOUTH OF 7326 SUNBUST	SERVICE FOR POWER SUPPLY	EISCH ELECT	\$ 2,000.00	\$ 75.00	\$ 60.00
3/18/2024	41-24-3B	CHUCK DUFFECK	2671 CASSY	BASEMENT REMOD	5 STAR CONTRACTING	\$ 115,000.00	\$ 355.00	\$ 284.00
3/18/2024	42-24-3E	CHUCK DUFFECK	2671 CASSY	REMODO ELECT	AB ELECTRICAL	\$ 15,000.00	\$ 165.00	\$ 132.00
3/18/2024	43-24-3B	DAN MEYER	8084 GALAXY	INSTALL EGRESS WINDOW	B&B BASEMENT REPAIR	\$ 5,800.00	\$ 75.00	\$ 60.00
3/19/2024	44-24-3B	DEBRA HAUF	3224 CTY II	REROOF	ERIE CONST	\$ 49,787.00	\$ 75.00	\$ 60.00
3/19/2024	45-24-3B	MATT ZOLP	3207 WINNEGAMIE	REROOF	RIDGE TOP	\$ 29,850.00	\$ 75.00	\$ 60.00
3/19/2024	46-24-3H	NISK SCHMIDT	2521&2523 FAIRVIEW	NEW DUPLEX HVAC	S&A PETERS	\$ 28,000.00	\$ 489.30	\$ 391.44
3/21/2024	47-24-3E	WAPAO VUE	8326 PIONEER	SERVICE	SPRANGERS ELECT	\$ 2,500.00	\$ 100.00	\$ 80.00
3/21/2024	48-24-3E	BEN HARVATH	3010 RIDGEWAY	SERVICE	ABCON ELECT	\$ 3,500.00	\$ 100.00	\$ 80.00
3/21/2024	48-24-3H	COOPER WALBRUN	8408 WHISPERING MEADOWS	NSFD HVAC	VAN HANDEL HVAC	\$ 12,500.00	\$ 395.40	\$ 316.32
3/21/2024	49-24-3B	ROB MICHAKIEWOZ	ROSEMARY LN	BASEMENT REMOD	CALMES VERKUILEN	\$ 32,000.00	\$ 331.60	\$ 265.28
3/26/2024	50-24-3E	GREG KARMAN	9061 OAKWOOD	SOLAR INSTALL	HIGH COUNTRY ELECT	\$ 10,000.00	\$ 100.00	\$ 80.00
3/26/2024	51-24-3B	DOMINIKA WASZYNSKA	8065 NICHOLE HTS	DETACHED GARAGE	SELF	\$ 75,000.00	\$ 244.00	\$ 195.20
3/29/2024	52-24-3B	CHELSEA MORTENSON	4520 GRANDVIEW	DETACHED GARAGE	SELF	\$ 30,000.00	\$ 196.60	\$ 157.28
3/29/2024	53-24-3H	GRANT WILSON	3485 DEKALB	GARAGE HEATER	BLACK-HAAK	\$ 3,000.00	\$ 75.00	\$ 60.00
3/29/2024	54-24-3H	JULIE MEYER	2649 MEGAN WAY	REPLACE FURNACE	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00
3/29/2024	55-24-3P	JOE BORTHERT	3110 FAIRVIEW	REPLACE WATER HEATER	BLACK-HAAK	\$ 2,000.00	\$ 75.00	\$ 60.00
<b>TOTALS</b>						<b>\$ 446,937.00</b>	<b>\$ 3,500.74</b>	<b>\$ 2,800.59</b>
<b>TOWN OF WINNECONNE PERMITS:</b>								
3/4/2024	15-24-3B	PETER KRABBE	6860 SUNSET TR	NSFD	RNT HOME BLDERS	\$ 320,000.00	\$ 500.00	\$ 400.00
3/4/2024		PETER KRABBE	6860 SUNSET TR	TOWN FEES	PETER KRABBE		\$ 510.00	
3/4/2024	16-24-3E	PETER KRABBE	6860 SUNSET TR	NSFD ELECT	DIERSEN ELECT	\$ 10,000.00	\$ 155.43	\$ 124.34
3/4/2024	17-24-3H	PETER KRABBE	6860 SUNSET TR	NSFD HVAC	J&B HVAC	\$ 12,000.00	\$ 155.43	\$ 124.34
3/4/2024	18-24-3P	PETER KRABBE	6860 SUNSET TR	NSFD PLUMB	SBS PLUMB	\$ 15,000.00	\$ 155.43	\$ 124.34
3/13/2024	19-24-3B	JASON GARBISH	6874 SUNSET TR	NSFD	ENVISION BLDGS	\$ 480,000.00	\$ 500.00	\$ 400.00
3/13/2024		JASON GARBISH	6874 SUNSET TR	TOWN FEES	ENVISION BLDGS		\$ 510.00	
3/26/2024	20-24-3B	MATT ERICKSON	5183 SOUTHWIND	REMODO	RH DESIGN	\$ 112,000.00	\$ 143.50	\$ 114.80
3/26/2024	21-24-3B	LYLE ZABEL	48 INGERSOLL	GARAGE ADDITION	SELF	\$ 40,000.00	\$ 254.40	\$ 203.52
3/26/2024	22-24-3E	BRYAN SLEIK	6980 CROSS	ADDN ELECT	EAGLE ELECT	\$ 2,200.00	\$ 63.00	\$ 50.40
3/28/2024	23-24-3B	ISAIAH THEDE	6061 HARBOUR VIEW	NSFD	SALZSIEDERS SERVICE	\$ 500,000.00	\$ 666.90	\$ 533.52
3/28/2024		ISAIAH THEDE	6061 HARBOUR VIEW	TOWN FEES	SALZSIEDERS SERVICES		\$ 510.00	
<b>TOTALS</b>						<b>\$ 1,171,200.00</b>	<b>\$ 3,624.09</b>	<b>\$ 1,675.27</b>

## MEMORANDUM

### Business Item A

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust, for a proposed CSM dividing/reconfiguring Tax ID #006-0035, Tax ID #006-0033 (9457 State Rd 76), and Tax ID #006-1204-01 into two lots with a proposed road extension of Memory Lane.

Please find the below comments from Code Administrator Kussow:

#### General/Zoning Comments:

1. The subject parcels are located in the Town's General Agriculture (A-2) District. All of PIN 006-0033 and part of PIN 006-1204-01 are also located in the Town's Personal Storage Facility (PSF) Overlay District.
2. The subject parcels are not located in the "shorelands" and therefore, are not subject to Winnebago County zoning jurisdiction.
3. There is no floodplain on the subject parcel.
4. Wetlands were identified and delineated on the subject property in August 2021, as identified on the submitted CSM.
5. Part of PIN 006-0033 and part of PIN 006-1204-01 are located in Outagamie County's Airport Overlay District Zone 3 (AOD3) Airport Zoning District and Outagamie County's 1,009 ft. Airport Height Limitation Zone.
6. The subject parcels are not located in a Sewer Service Area or Sanitary District.
7. The existing use of the subject parcels is agricultural cropland.
8. A 200 ft. long extension of Memory Ln (adjacent to the south) with a temporary cul-de-sac and future road reservation is proposed with this land division.
9. Access to Lot 1 is proposed via the proposed extension of Memory Ln.
10. There is existing access to Lot 2 from State Rd 76. Future access to Lot 2 may also be provided via the proposed extension of Memory Ln.
11. Stormwater management and a Winnebago County Stormwater Permit will be required for the land division due to the proposed road extension. Stormwater management plans and the County Stormwater Permit were not provided.
12. 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.

The proposed lots will comply with the minimum lot requirements if the Town accepts the proposed road extension/dedication and approves the land division.

#### Proposed Street Extension Comments:

1. A 200 ft. long extension of Memory Ln is proposed. A 66 ft. wide future road reservation from the proposed extension of Memory Ln to the north lot line of the subject property for future road connection to the north is proposed.
2. The Town Future Land Use Map identifies "Future Roads" extending from the existing northern extent of Memory Ln in the Windfield Place subdivision, north through the subject property to the parcel adjacent to the north. The submitted



plan identifies a proposed road and future road reservation to the north, consistent with the Town Future Land Use Map. The Town Subdivision Ordinance states:

- a. *Proposed streets shall extend to the boundary lines of the tract being divided unless prevented by topography or other physical conditions or unless, in the opinion of the Town Board, such extension is not necessary or desirable for the coordination of the layout of the subdivision or for the advantageous development of adjacent land tracts.*
- b. *Such streets shall terminate with a temporary turnaround of 120 feet right-of-way diameter and a roadway of not less than 90 feet in diameter.*

The proposed road and future road reservation to the north appears to be consistent with the Town Future Land Use Map and complies with the Town Subdivision Ordinance requirements outlined above.

3. Sec. 7.10.11 (7), Public Improvements, states: “Any minor land division involving or requiring public improvements shall be subject to the applicable public improvement standards and requirements specified in this ordinance. All public improvements shall be installed by the subdivider or the Town at the subdivider's expense. The subdivider shall execute a Public Improvement Agreement with the Town and provide the requisite financial security... prior to Town approval and as a condition of Town approval of a Certified Survey Map.”

The road extension of Memory Ln is a public improvement.

4. Sec. 7.10.06, Construction of Public Improvements, describes requirements for construction of public improvements. Sec. 7.10.06 (4), Public Improvement Agreement, describes minimum requirements for the Public Improvement Agreement that will need to be executed as a condition of approval of the CSM by Town Board and prior to official approval/release of the CSM (i.e., Town approval signature on the CSM). The Public Improvement Agreement shall contain, at minimum, the following provisions as detailed in Sec. 7.10.06 (4):
  - a. Estimated improvement costs.
  - b. Financial security for public improvements. Financial security shall be provided by the applicant to the Town in the form of cash escrow or letter of credit in an amount not less than 115% of the estimated costs of the public improvements. Financial security will need to be provided by the applicant to the Town prior to official approval/release of the CSM (i.e., Town approval signature on the CSM).
  - c. Financial security for final pavement. A separate financial security shall be provided by the applicant to the Town in the form of cash escrow or letter of credit in an amount not less than 125% of the estimated cost for final pavement. Financial security will need to be provided by the applicant to the Town prior to official approval/release of the CSM (i.e., Town approval signature on the CSM).
  - d. Waiver of special assessment notices and proceedings.
  - e. Promise to pay.

The Public Improvement Agreement should also memorialize requirements for construction observation during construction of the road extension.

5. The Town Subdivision Ordinance has the following requirements for cul-de-sacs:
  - a. *Cul-de-sac streets designed to have one end permanently closed should not normally exceed 600 feet in length, but can be up to 1,000 feet in*

*length provided density is not more than 15 housing units being served by said street.*

The existing Memory Ln in the Windfield Place subdivision is approximately 575 ft. in length. The proposed extension of Memory Ln would result in a temporary cul-de-sac approximately 775 ft. in length and serving up to 7 housing units. Since the cul-de-sac is not intended to have one end permanently closed, it is Staff's opinion that the proposed CSM and extension of Memory Ln would not violate this Town Subdivision Ordinance provision.

Recommendation:

It is Staff's opinion that the proposed CSM may be approved as proposed, subject to the following conditions of approval:

1. The subdivider shall provide the Town a copy of the Winnebago County Stormwater Permit and approved stormwater management plans prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction of the road extension of Memory Ln.
2. Memory Lane Extension Improvement Plans (i.e., road construction plans) shall be reviewed for compliance with the Town Minimum Road Design Standards and approved by the Town Engineer prior to:
  - a. Executing the required Public Improvement Agreement;
  - b. Official approval/release of the CSM (i.e., Town approval signature on the CSM); and
  - c. Commencing construction of the road extension of Memory Ln.
3. The subdivider shall execute a Public Improvement Agreement with the Town and provide the requisite financial security, as approved by the Town Board and in accordance with the Town Subdivision Ordinance, prior to official approval/release of the CSM (i.e., Town approval signature on the CSM) and prior to commencing construction of the road extension of Memory Ln.

**SUGGESTED MOTION**

*Motion to recommend approval of the CSM Review Application submitted by Scott Andersen on behalf of the Arden & June Schroeder Joint Revocable Trust with the three (3) listed Staff Recommendations & Conditions, and the listed permits, plans, & agreements are to be presented to Town Staff for review no later than 120 days after receiving Town Board approval.*

Respectfully Submitted,  
Kelsey

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

RECEIVED Item A.  
MAR 08 2024

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

**Property Owner (s):** Arden and June Schroeder Joint Revocable Trust

Address/Zip: 9458 State Road 76 Neenah WI 54956

Phone: (920) 843-1616 Fax: \_\_\_\_\_ E-Mail: justin.t.schroeder@gmail.com

**Applicant:** Scott Andersen - Davel Engineering & Environmental, Inc

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

Address/City/Zip: 1164 Province Terrace, Menasha WI

Phone: (920) 560 6569 Fax: \_\_\_\_\_ E-Mail: scott@davel.pro

Describe the reason for the Certified Survey Map: Land Division for Sale of Lot 1  
of the proposed CSM. Road dedication and extension required to split the existing parcel.

**Survey Specifics:**

1,722,974 Sq. Ft

No. of Lots: 2 Total Acreage: 39.5540 Ac. Tax Key No.: 0060035; 0060033; 006120401

Legal Description: Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4 and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, WI Zoning: A-2 GENERAL AG

Surveyor: Scott Andersen Registration No.: S-3169

Address/City/Zip: 1164 Province Terrace, Menasha WI 54952

Phone: (920) 560 6569 Fax: \_\_\_\_\_ E-Mail: scott@davel.pro

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:  Date: 3/8/24

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

Review Fee: \_\_\_\_\_ Map Deposit Fee\*: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

\*Map Deposit fee is fully refundable if a recorded copy of the approved document is submitted to the Town within 90 days of the Town Board approval.

Received of: \_\_\_\_\_ Refund to: \_\_\_\_\_

Date Rec'd Complete: \_\_\_\_\_ By: \_\_\_\_\_

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

C.S.M. is: Approved \_\_\_\_\_ Approved with Condition \_\_\_\_\_ Denied \_\_\_\_\_

Recorded Document Submittal Deadline (90 days from TB Approval): \_\_\_\_\_

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 No. \_\_\_\_\_

Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4 and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin



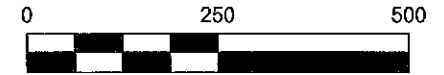
## DAVEL ENGINEERING & ENVIRONMENTAL, INC.

Civil Engineers and Land Surveyors

1164 Province Terrace, Menasha, WI 54952  
Ph: 920-991-1866 Fax: 920-441-0804  
www.davel.pro

### LEGEND

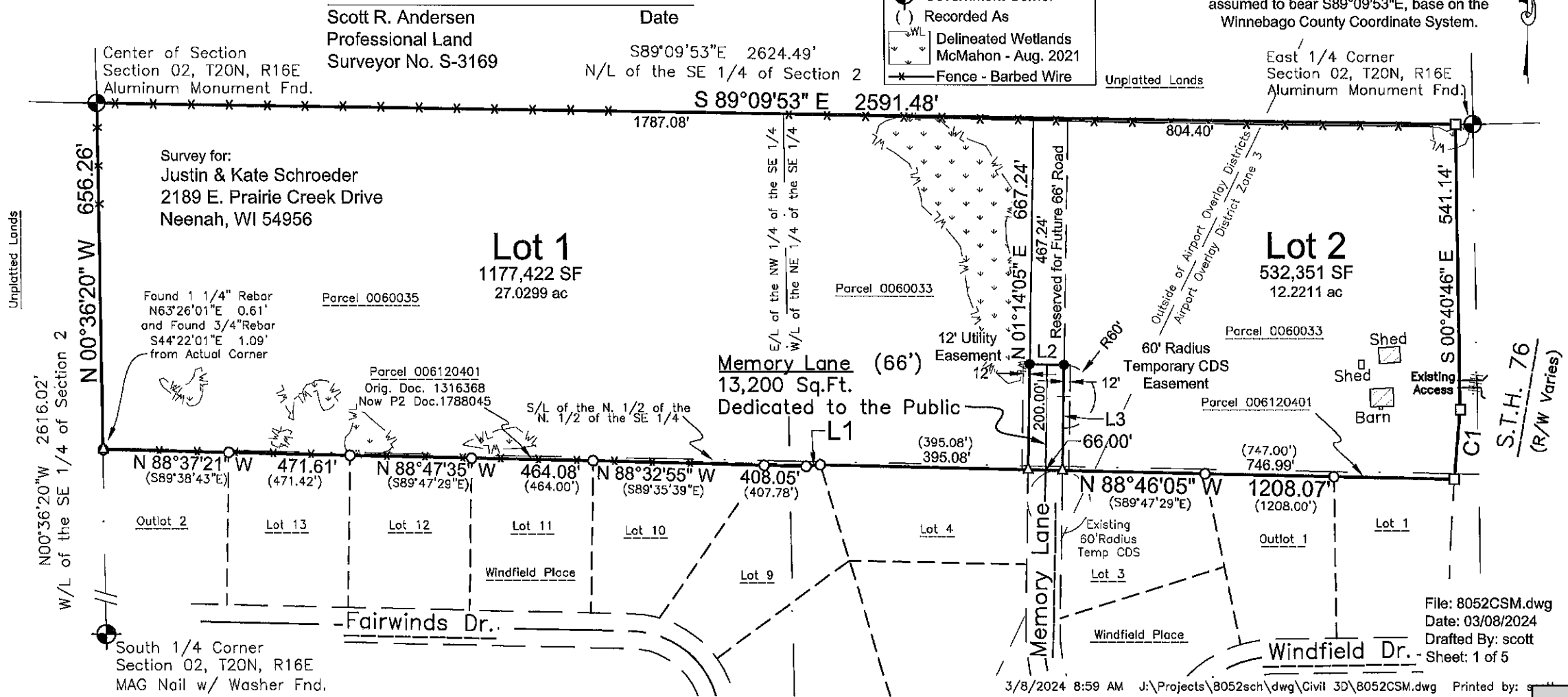
- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- △ 1 1/4" Rebar Found
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊙ Government Corner
- ( ) Recorded As
- W/L Delineated Wetlands McMahon - Aug. 2021
- Fence - Barbed Wire



Bearings are referenced to the North line of the Southeast 1/4, Section 02, T20N, R16E, assumed to bear S89°09'53"E, base on the Winnebago County Coordinate System.

Scott R. Andersen  
Professional Land Surveyor No. S-3169

Date S89°09'53"E 2624.49'  
N/L of the SE 1/4 of Section 2



File: 8052CSM.dwg  
Date: 03/08/2024  
Drafted By: scott  
Sheet: 1 of 5

## Certified Survey Map No. \_\_\_\_\_

Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4  
and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20  
North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin

Surveyor's Certificate

I, Scott R. Andersen, Professional Land Surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the Town of Clayton and Winnebago County, and under the direction of Arden E. Schroeder and June A. Schroeder Joint Revocable Trust, the property owners of said land, I have surveyed divided and mapped this Certified Survey Map; that such map correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4 and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin containing 1,722,974 Square Feet (39.5540 Acres) of land described as follows:

Commencing at the South 1/4 corner of said Section 02; thence N00°36'20"W along the west line of the Southeast 1/4 of said section 02, 2616.02 feet to the Center of Section as monumented and documented, also to the point of beginning of the parcel to be described; thence S89°09'53"E along the north line of the Southeast 1/4 of said Section 02, 2591.48 feet to the west right of way line of State Highway "76"; thence S00°40'46"E along said right of way line, 541.14 feet to a point of curvature of a curve to the left having a radius of 3879.72 feet and a central angle of 01°57'15"; thence 132.32 feet southerly along said right of way and the arc of a curve which has a chord that bears S05°20'12"W, 132.31 feet to the intersection of said right of way and the north line of Westfield Place; thence N88°46'05"W along said north line, 1208.07 feet to the northwest corner of Lot 4 of said Westfield Place; thence S83°39'06"W, along the south line of lands originally laid out in Document 1316368, 27.39 feet; thence N88°32'55"W along said south line, 408.05 feet; thence N88°47'35"W along said south line, 464.08 feet; thence N88°37'21"W along said south line, 471.61 feet to the west line of the Southeast 1/4 of said Section 02; thence N00°36'20"W along said west line, 656.26 feet to the point of beginning of the described parcel. Said parcel is subject to all easements, and restrictions of record.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Scott R. Andersen,  
Wisconsin Professional Land Surveyor No. S-3169

12' Utility Easement Defined

Two (2) unobstructed easements for the maintenance and install of underground utilities. This easement shall have no permanent obstructions (fences, trees, shrubs, or other obstacles (EXCLUDING pavement for private driveways)) that interfere with the maintenance and install of any public utility systems, not limited to Gas/Electric/Communication. Said Easement is defined as "12' Utility Easement" running parallel to the dedicated public right of way on this Certified Survey Map. This easement is subject to all existing easements, and restrictions of record.

LINE TABLE		
Line	Bearing	Length
L1	S 83°39'06" W	27.39'
L2	N 88°46'05" W	66.00'
L3	N 01°14'05" E	200.00'
L1	(S 82°40'11" E)	(27.46')

CURVE TABLE					
Curve	Radius	Chord Direction	Chord Length	Arc Length	Central Angle
C1	3879.72'	S 05°20'12" W	132.31'	132.32'	1°57'15"

File: 8052CSM.dwg  
Date: 03/08/2024  
Drafted By: scott  
Sheet: 2 of 5

**Certified Survey Map No. \_\_\_\_\_**

Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4 and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin

Owner Certificate

As the Living Trustee of the Arden E. Schroeder and June A. Schroeder Joint Revocable Trust, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, dedicated and mapped all as shown and represented on this map.

We do further certify this Certified Survey Map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- Winnebago County
- Town of Clayton
- Village of Greenville (Extraterritorial)
- Village of Fox Crossing (Extraterritorial)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 Arden E. Schroeder  
 Trustee

State of Wisconsin                      )  
                                                   )SS  
 \_\_\_\_\_ County)

Personally came before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above the property owner(s) to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_ My Commission Expires \_\_\_\_\_  
 Notary Public, Wisconsin

\_\_\_\_\_  
 Scott R. Andersen                      Date  
 Professional Land  
 Surveyor No. S-3169

Certified Survey Map No. \_\_\_\_\_

Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4 and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin

Town Board Approval and Acceptance Certificate

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Arden E. Schroeder and June A. Schroeder Joint Revocable Trust, the property owner, is hereby approved and road dedication is accepted by the Town Board of the Town of Clayton.

\_\_\_\_\_  
Chairman                                          Print Name                                          Date

I hereby certify that the foregoing is a copy of a resolution adopted by the Town Board of the Town of Clayton.

\_\_\_\_\_  
Clerk                                                          Print Name                                                          Date

Treasurers' Certificate

We, being the duly elected, qualified and acting Treasurers' of the Town of Clayton and Winnebago County, do hereby certify that in accordance with the records in our office, there are no unredeemed tax sales and unpaid taxes, or special assessments on and of the land included in this certified survey map.

\_\_\_\_\_  
Town Treasurer                                          Print Name                                          Date

\_\_\_\_\_  
County Treasurer                                          Print Name                                          Date

\_\_\_\_\_  
Scott R. Andersen                                          Date  
Professional Land  
Surveyor No. S-3169

File: 8052CSM.dwg  
Date: 03/08/2024  
Drafted By: scott  
Sheet: 4 of 5

Certified Survey Map No. \_\_\_\_\_

Part of the Northwest 1/4 of the Southeast 1/4 and part of the Northeast 1/4 of the Southeast 1/4 and part of Lots 9, 10, 11, 12, 13, and Outlot 2, Westfield Place, ALL of Section 2, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin

County Planning & Zoning Committee Approval

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Arden E. Schroeder and June A. Schroeder Joint Revocable Trust, the property owner, is hereby approved by Winnebago County.

Chairman, Planning and Zoning Committee	Print Name	Date
-----------------------------------------	------------	------

Village of Fox Crossing Approval Certificate (Extraterritorial)

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Arden E. Schroeder and June A. Schroeder Joint Revocable Trust, the property owner, is hereby approved by the Village of Fox Crossing.

Community Development Department	Print Name	Date
----------------------------------	------------	------

Village of Greenville Approval Certificate (Extraterritorial)

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Arden E. Schroeder and June A. Schroeder Joint Revocable Trust, the property owner, is hereby approved by the Village of Greenville.

Community Development Department	Print Name	Date
----------------------------------	------------	------

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

the property owners of record:  
Arden E. Schroeder and  
June A. Schroeder Joint  
Revocable Trust

Recording Information:  
Doc. 1711871 &  
Doc. 1788045

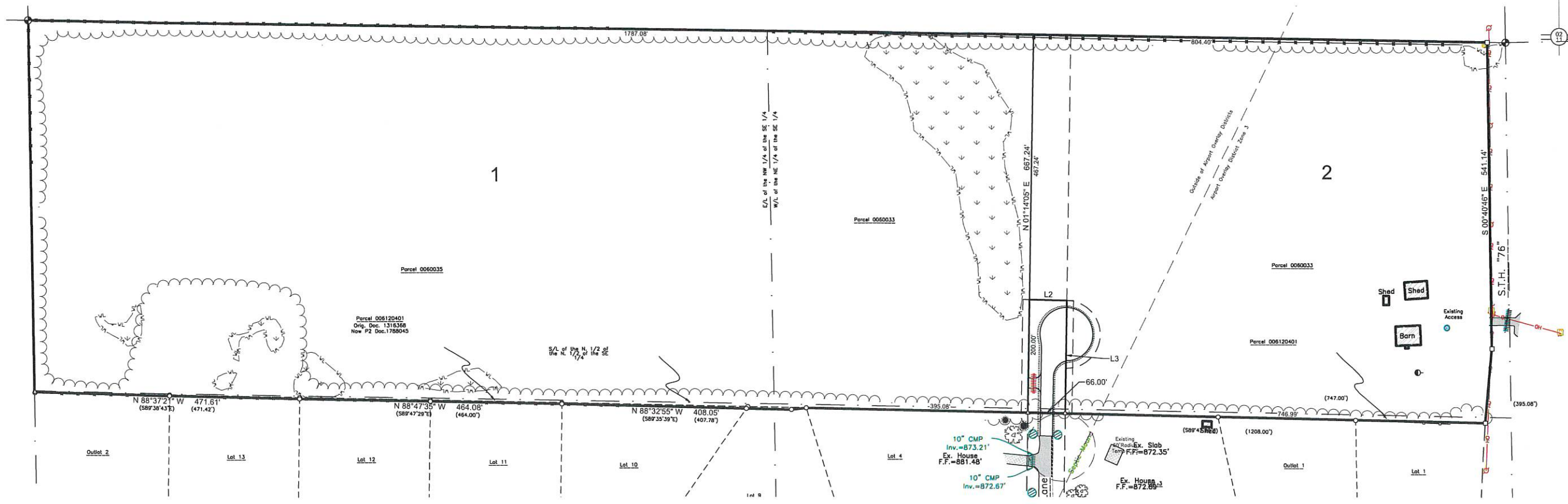
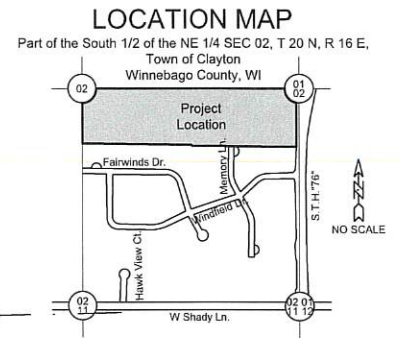
Parcel Number(s):  
006-0035  
006-0033  
006-1204-01

\_\_\_\_\_  
Scott R. Andersen Date  
Professional Land  
Surveyor No. S-3169



# Memory Lane Extension

Town of Clayton, Winnebago County, WI  
 For: Justin & Kate Schroeder



Streets shall be constructed in accordance with the State of Wisconsin Standard Specifications for Highway and Structures Construction, and all Special Provisions of the Town of Clayton.

Contractor shall locate all buried facilities prior to excavating. This plan may not correctly or completely show all buried utilities.

The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.

The Contractor shall comply with all conditions of the Erosion Control Plan and the Storm Water discharge Permit. All Erosion Control shall be done in accordance with the Plan and Wisconsin DNR Technical Standards.

The contractor shall coordinate with provider for electric, gas, and telecommunication service connection and relocations.

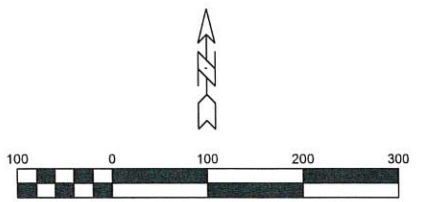
Pipe lengths are measured to center of structure. Endwalls are included in pipe length.

**SHEET INDEX:**

Sheet	Page
Improvement Plans	1.0
Topographic Survey	1.1
Drainage, Grading and Erosion Control Plan	1.2
Construction and Erosion Control Details	2.1
Plan & Profile: Memory Lane - Sta 4+55.98 to 7+50	3.1

**LEGEND**

	Underground Cable TV		Catch Basin / Yard Drain		CATV Pedestal Sign
	Underground Fiber Optic		Water MH / Well		Flag Pole
	Overhead Utility Lines		Utility Pole		Deciduous Tree
	Utility Guy Wire		Light Pole / Signal		Coniferous Tree
	Storm Sewer (Pipe Size)		Electric Pedestal		1/2" Rebar Found
	Fence - Barbed Wire		Telephone Pedestal		3/4" Rebar Found
	Treeline		+799.9 Ex Spot Elevation		1" Iron Pipe Found
	Culvert		Government Corner		Recorded As
	Index Contour - Existing		Benchmark		Asphalt Pavement
	Intermediate Contour - Existing		Concrete Pavement		Gravel
	Delineated Wetlands				



**IMPROVEMENT PLANS**

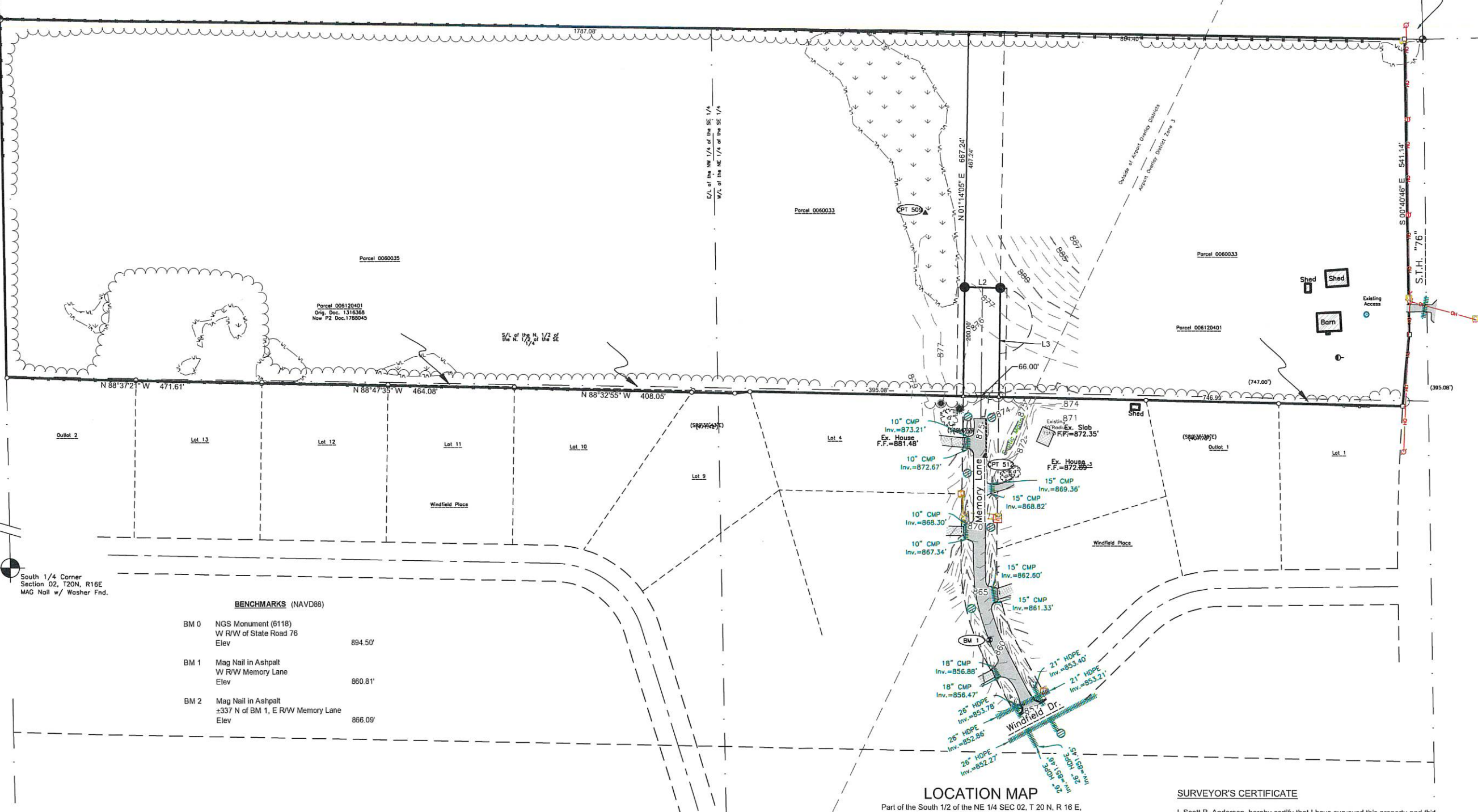
**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 Civil Engineers and Land Surveyors  
 1164 Province Terrace, Menasha, WI 54952  
 Ph: 920-991-1866 Fax: 920-441-0804  
 www.davel.pro

3/8/2024 10:12 AM J:\Projects\8052\ch\dwg\Civil\_3D\8052Engr.dwg Printed by: kyle

Unplotted Lands  
 N00°36'20"W 2616.02'  
 W/L of the SE 1/4 of Section 2

Center of Section  
 Section 02, T20N, R16E  
 Aluminum Monument Fnd.

East 1/4 Corner  
 Section 02, T20N, R16E  
 Aluminum Monument Fnd.

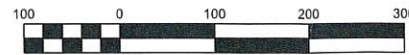


**BENCHMARKS (NAVD88)**

BM 0	NGS Monument (6118) W R/W of State Road 76	Elev 894.50'
BM 1	Mag Nail in Asphalt W R/W Memory Lane	Elev 860.81'
BM 2	Mag Nail in Asphalt ±337 N of BM 1, E R/W Memory Lane	Elev 866.09'

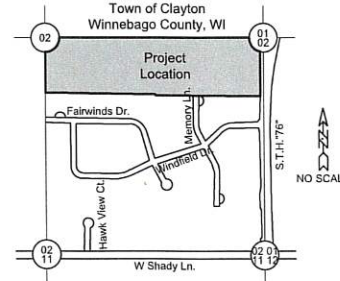
**LEGEND**

	CATV	Underground Cable TV
	FO	Underground Fiber Optic
	OH	Overhead Utility Lines
	Utility Guy Wire	Utility Guy Wire
	Storm Sewer (Pipe Size)	Storm Sewer (Pipe Size)
	Fence - Barbed Wire	Fence - Barbed Wire
	Treeline	Treeline
	Culvert	Culvert
	Index Contour - Existing	Index Contour - Existing
	Intermediate Contour - Existing	Intermediate Contour - Existing
	Delineated Wetlands	Delineated Wetlands
	Catch Basin / Yard Drain	Catch Basin / Yard Drain
	Water MH / Well	Water MH / Well
	Utility Pole	Utility Pole
	Light Pole / Signal	Light Pole / Signal
	Guy Wire	Guy Wire
	Electric Pedestal	Electric Pedestal
	Telephone Pedestal	Telephone Pedestal
	+799.9 Ex Spot Elevation	+799.9 Ex Spot Elevation
	CATV Pedestal	CATV Pedestal
	Sign	Sign
	Flag Pole	Flag Pole
	Deciduous Tree	Deciduous Tree
	Coniferous Tree	Coniferous Tree
	1/2" Rebar Found	1/2" Rebar Found
	3/4" Rebar Found	3/4" Rebar Found
	1" Iron Pipe Found	1" Iron Pipe Found
	Government Corner	Government Corner
	Recorded As	Recorded As
	Benchmark	Benchmark
	Asphalt Pavement	Asphalt Pavement
	Concrete Pavement	Concrete Pavement
	Gravel	Gravel



**LOCATION MAP**

Part of the South 1/2 of the NE 1/4 SEC 02, T 20 N, R 16 E,  
 Town of Clayton, Winnebago County, WI



**SURVEYOR'S CERTIFICATE**

I, Scott R. Andersen, hereby certify that I have surveyed this property and this topographical map is a true representation thereof and shows the size and location of the property and the location of all apparent roadways. I hereby certify that said topographical survey and map were made in accordance with acceptable professional standards and that the information contained thereon is, to the best of my knowledge, information and belief, a true and accurate representation thereof.

Scott R. Andersen,  
 Wisconsin Professional  
 Land Surveyor No. S-3169

Date

Item A.

**DAVE ENGINEERING & ENVIRONMENTAL, INC.**  
 Civil Engineers and Land Surveyors  
 1164 Province Terrace, Menasha, WI 54952  
 PH: 920-991-1866 Fax: 920-441-0804  
 www.davel.pro

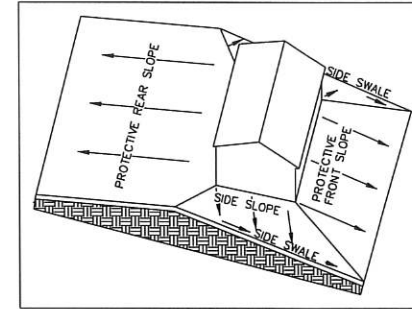
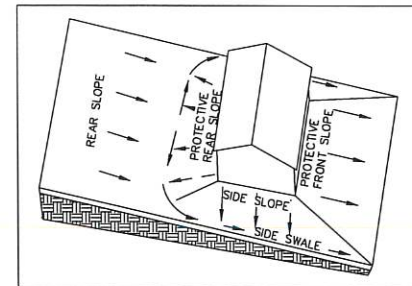
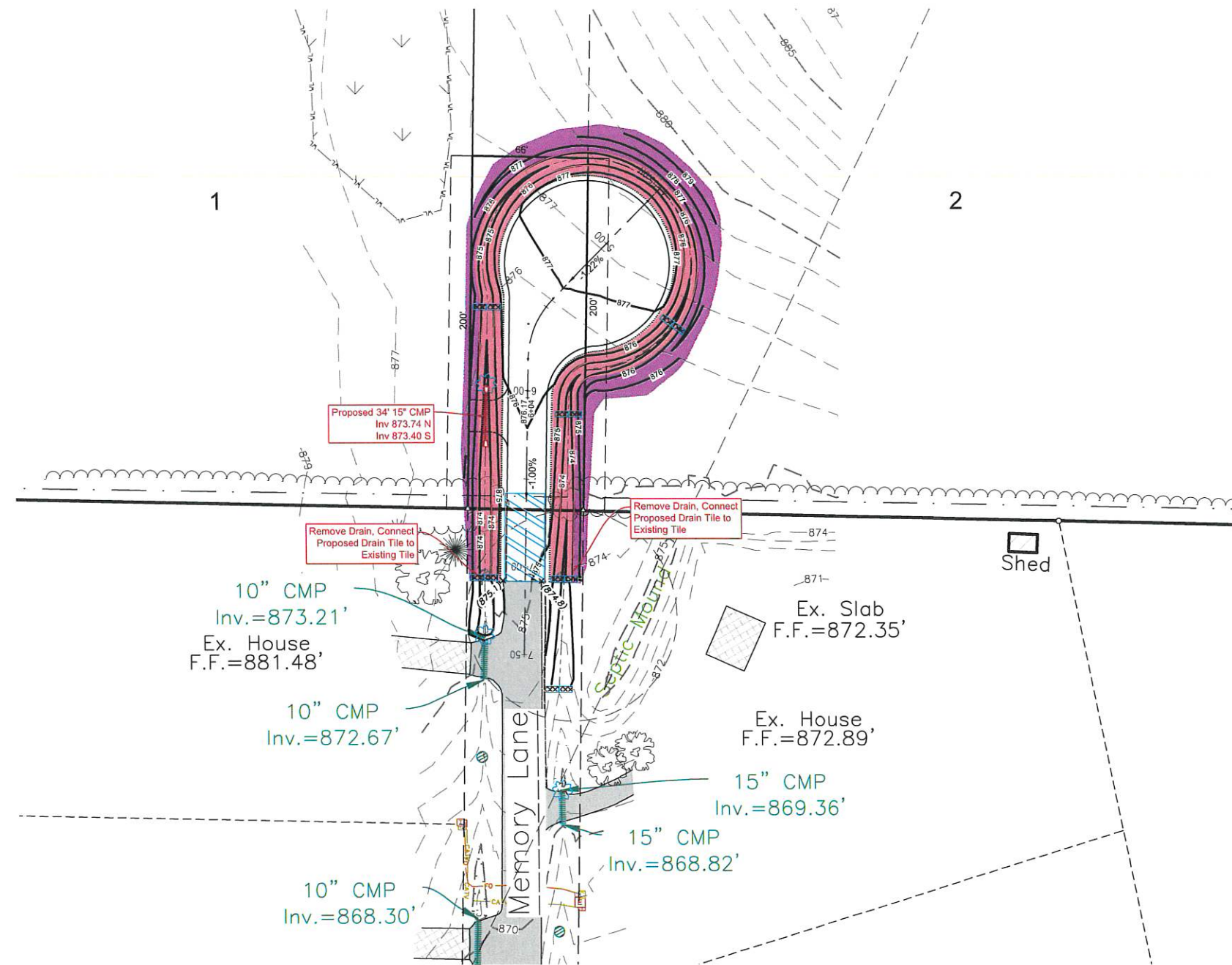


**TOPOGRAPHIC SURVEY**

**Memory Lane Extension**  
 Town of Clayton, Winnebago County, WI  
 For: Justin & Kate Schroeder

Date: 03/8/2024  
 Filename: 8052Surface.dwg  
 Author: RAA  
 Last Saved: kyle  
 Page: 18  
 1.1

Mar 08, 2024 - 09:48 AM J:\Projects\8052\8052.dwg Civil 3D\8052Surface.dwg Printed by: Kyle



**HOUSE ELEVATIONS:**

The house elevations shall be set to provide positive drainage away from the building in all directions as shown in the above details. House elevations and driveway locations may need to vary depending on size, location, and architecture of the home. Changes to the grading plan or house elevations can be allowed only if an individual lot grading plan is prepared by a professional engineer.

**BENCHMARKS (NAVD88)**

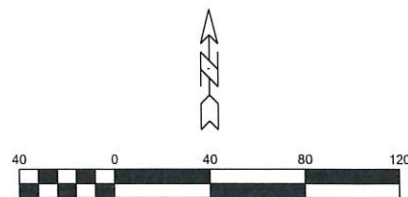
BM 0	NGS Monument (6118) W R/W of State Road 76	Elev	894.50'
BM 1	Mag Nail in Asphalt W R/W Memory Lane	Elev	860.81'
BM 2	Mag Nail in Asphalt ±337 N of BM 1, E R/W Memory Lane	Elev	866.09'

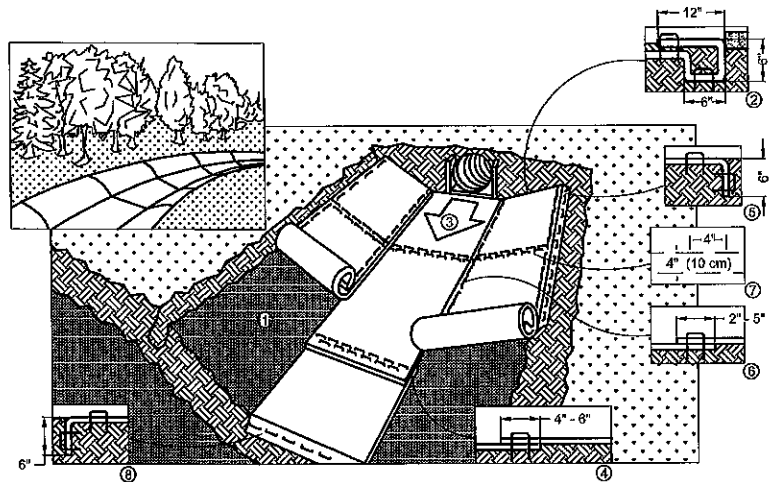
**NOTES:**

- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water from the owners of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.
- The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
- The contractor shall minimize the area disturbed by construction as the project is constructed. Disturbed areas shall be seeded as soon as final grade is established. Contractor shall replace topsoil and then seed, fertilize and mulch all lawn areas within 1 week of topsoil placement.
- Contractor shall remove all excess materials from the site. Earthwork contractors shall verify topsoil depth.
- All sediment and erosion control devices and methods shall be in accordance with the Wisconsin DNR Technical Standards.
- The contractor shall make weekly inspections and inspections within 1 day of any rainfall exceeding 0.5 inches of the sediment and erosion control devices throughout construction. The contractor shall repair or maintain erosion control devices as necessary. The inspection reports shall be made available to the owner at the end of the construction or upon demand during construction.
- Proposed finished floor grades and/or grades at foundation are to be determined by a Professional Engineer on an individual lot basis due to lot size and elevation variation.

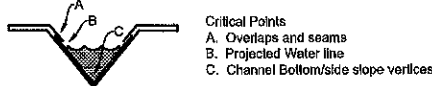
**LEGEND**

CATV	Underground Cable TV	Catch Basin / Yard Drain	CATV Pedestal Sign
Fiber Optic	Underground Fiber Optic	Water MH / Well	Flag Pole
Overhead Utility Lines	Overhead Utility Lines	Light Pole / Signal	Deciduous Tree
Utility Guy Wire	Utility Guy Wire	Guy Wire	Coniferous Tree
Storm Sewer (Pipe Size)	Storm Sewer (Pipe Size)	Electric Pedestal	1/2" Rebar Found
Fence - Barbed Wire	Fence - Barbed Wire	Telephone Pedestal	3/4" Rebar Found
Treeline	Treeline	Ex Spot Elevation	1" Iron Pipe Found
Culvert	Culvert	Government Corner	Recorded As
Index Contour - Existing	Index Contour - Existing	Benchmark	Asphalt Pavement
Intermediate Contour - Existing	Intermediate Contour - Existing	Concrete Pavement	Gravel
Delineated Wetlands	Delineated Wetlands	Proposed Storm Manhole	Proposed Storm Inlet
Proposed Storm Sewer	Proposed Storm Sewer	Prop. Catch Basin / Yard Drain	Proposed Endwall
Proposed Contour	Proposed Contour	Proposed Rip Rap	Prop. Drainage Direction
Proposed Swale	Proposed Swale	Prop. Garage Floor Grade at Door	Emergency Overflow for Runoff
Proposed Culvert	Proposed Culvert	Proposed Rip Rap	Proposed Urban Type B Erosion Mat
Adjacent Plat Grade	Adjacent Plat Grade	Proposed Class I Type B Erosion Mat	Proposed Class II Type B Erosion Mat
Prop. Lot Corner Elevation	Prop. Lot Corner Elevation	Proposed Class III Type B Erosion Mat	Proposed Inlet Protection
Proposed Spot Elevation	Proposed Spot Elevation	Type of Inlet Protection	
Existing Grade	Existing Grade		
Proposed Silt Fence	Proposed Silt Fence		
Prop. Drainage Direction	Prop. Drainage Direction		
Proposed Tracking Pad	Proposed Tracking Pad		
Proposed Ditch Check	Proposed Ditch Check		

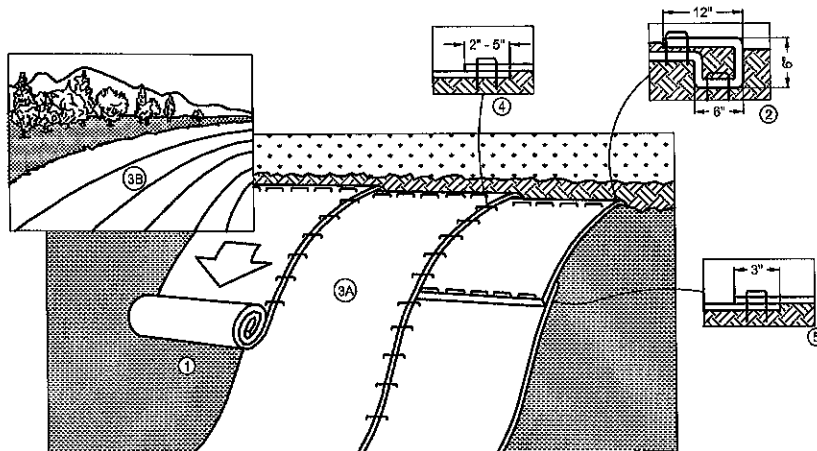




1. Prepare soil before installing Rolled Erosion Control Products (RECP's), including any necessary application of lime, fertilizer, and seed.
  2. Begin at the top of the channel by anchoring the RECP's in a 6" (15 cm) deep x 6" (15 cm) wide trench with approximately 12" (30 cm) of RECP's extended beyond the up-slope portion of the trench. Anchor the RECP's with a row of staples/stakes approximately 12" (30 cm) apart in the bottom of the trench. Backfill and compact the trench after stapling. Apply seed to compacted soil and fold remaining 12" (30 cm) portion of RECP's back over seed and compacted soil. Secure RECP's over compacted soil with a row of staples/stakes spaced approximately 12" (30 cm) across the width of the RECP's.
  3. Roll center RECP's in direction of water flow in bottom of channel. RECP's will unroll with appropriate side against the soil surface. All RECP's must be securely fastened to soil surface by placing staples/stakes in appropriate locations as shown in the staple pattern guide. When using the DOT system, staples/stakes should be placed through each of the colored dots corresponding to the appropriate staple pattern.
  4. Place consecutive RECP's end over end (shingle style) with a 4" - 8" (10 cm - 15 cm) overlap. Use a double row of staples staggered 4" (10 cm) apart and 4" (10 cm) on center to secure RECP's.
  5. Full length edge of RECP's at top of side slopes must be anchored with a row of staples/stakes approximately 12" (30 cm) apart in a 6" (15 cm) deep x 6" (15 cm) wide trench. Backfill and compact the trench after stapling.
  6. Adjacent RECP's must be overlapped approximately 2" - 5" (5 cm - 12.5 cm) (depending on RECP's type) and stapled.
  7. In high flow channel applications a staple check slot is recommended at 30 to 40 foot (9 M - 12 M) intervals. Use a double row of staples staggered 4" (10 cm) apart and 4" (10 cm) on center over entire width of the channel.
  8. The terminal end of the RECP's must be anchored with a row of staples/stakes approximately 12" (30 cm) apart in a 6" (15 cm) deep x 6" (15 cm) wide trench. Backfill and compact the trench after stapling.
- Note:  
\* In loose soil conditions, the use of staple or stake lengths greater than 6" (15 cm) may be necessary to properly anchor the RECP's.  
9. Detail provided by North American Green (www.nagreen.com)

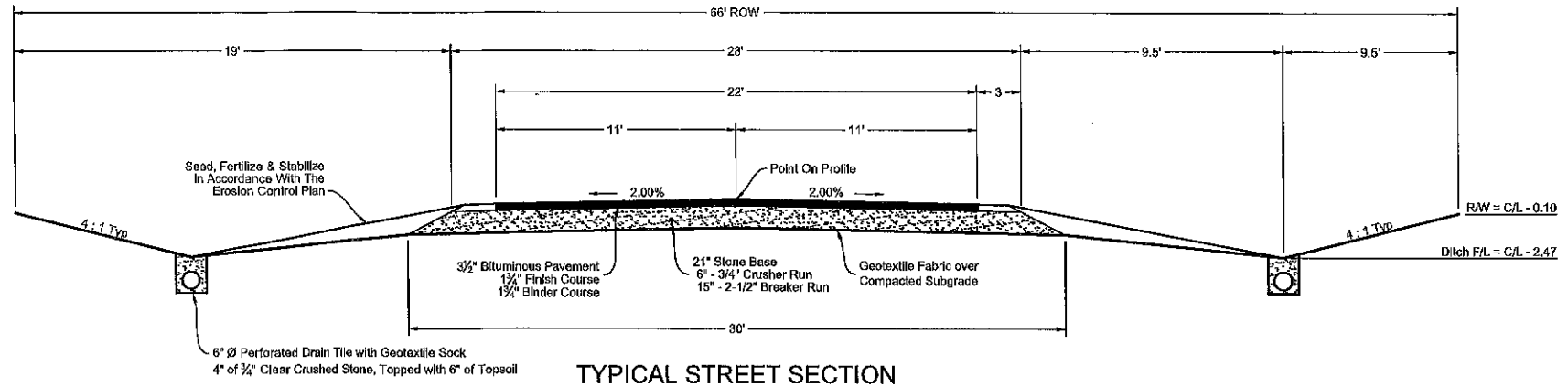


**EROSION MAT CHANNEL INSTALLATION**  
DNR TECHNICAL STANDARD 1053

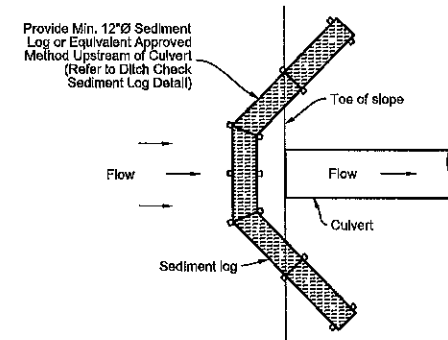


1. Prepare soil before installing Rolled Erosion Control Products (RECP's), including any necessary application of lime, fertilizer, and seed.
  2. Begin at the top of the slope by anchoring the RECP's in a 6" (15 cm) deep x 6" (15 cm) wide trench with approximately 12" (30 cm) of RECP's extended beyond the up-slope portion of the trench. Anchor the RECP's with a row of staples/stakes approximately 12" (30 cm) apart in the bottom of the trench. Backfill and compact the trench after stapling. Apply seed to compacted soil and fold remaining 12" (30 cm) portion of RECP's back over seed and compacted soil. Secure RECP's over compacted soil with a row of staples/stakes spaced approximately 12" (30 cm) across the width of the RECP's.
  3. Roll the RECP's (A.) down or (B.) horizontally across the slope. RECP's will unroll with appropriate side against the soil surface. All RECP's must be securely fastened to soil surface by placing staples/stakes in appropriate locations as shown in the staple pattern guide. When using the Dot system, staples/stakes should be placed through each of the colored dots corresponding to the appropriate staple pattern.
  4. The edges of parallel RECP's must be stapled with approximately 2" - 5" (5 cm - 12.5 cm) overlap depending on RECP's type.
  5. Consecutive RECP's spliced down the slope must be placed end over end (shingle style) with an approximate 3" (7.5 cm) overlap. Staple through overlapped area, approximately 12" (30 cm) apart across entire RECP's width.
- Note: \* In loose soil conditions, the use of staple or stake lengths greater than 6" (30 cm) may be necessary to properly secure the RECP's.  
6. Detail provided by North American Green (www.nagreen.com)  
7. Turf Reinforcement Mats (TRM's) shall be installed in accordance with the above specifications for all RECP's. Anchoring size and pattern is to be installed per manufacturer specifications for clay soils having 4:1 slope. All TRM's shall be topsoil filled, seeded, and covered with a Class 2, Type B erosion mat in accordance with all manufacturer specifications.

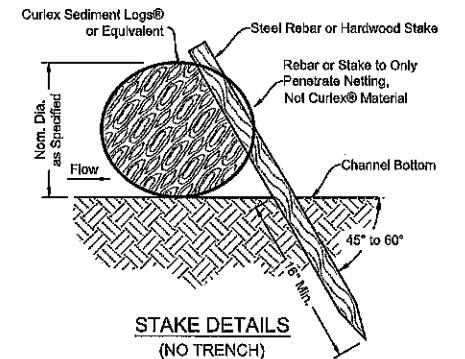
**EROSION/TURF REINFORCEMENT MAT SLOPE INSTALLATION**  
DNR TECHNICAL STANDARD 1052



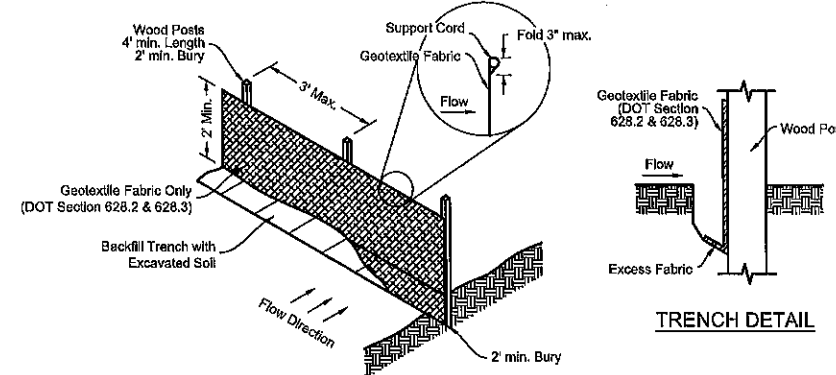
**TYPICAL STREET SECTION**



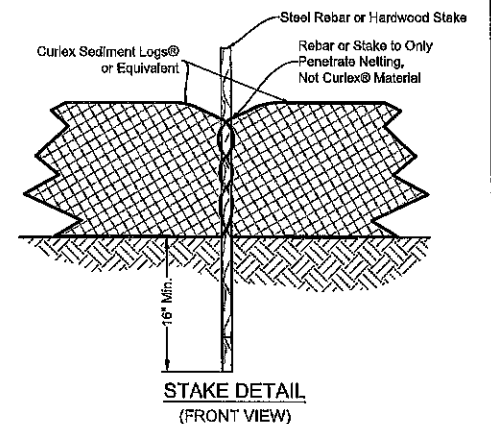
**INLET PROTECTION**



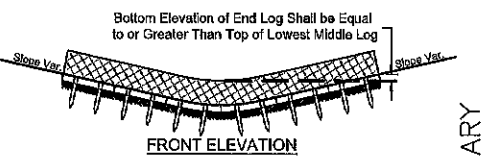
**STAKE DETAILS (NO TRENCH)**



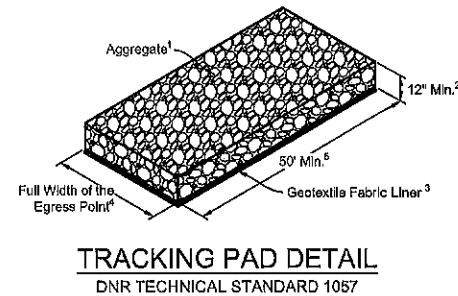
**TRENCH DETAIL**



**STAKE DETAIL (FRONT VIEW)**



**SEDIMENT LOG DETAIL**



**TRACKING PAD DETAIL**  
DNR TECHNICAL STANDARD 1057

Note 1 Use hard, durable, angular stone or recycled concrete meeting the gradation in Table 1. Where this gradation is not available, meet the gradation in Wisconsin Department of Transportation (DOT) 2022 Standard Specification, Section 312, Select Crushed Material.

Note 2 Slope the stone tracking pad in a manner to direct runoff to an approved treatment practice.

Note 3 Select fabric type based on soil conditions and vehicle loading.

Note 4 Install tracking pad across full width of the access point, or restrict existing traffic to a dedicated egress lane at least 12 feet wide across the top of the pad.

Note 5 If a 50' pad length is not possible due to site geometry, install the maximum length practicable and supplement with additional practices as needed.

TABLE 1: GRADATION FOR STONE TRACKING PADS

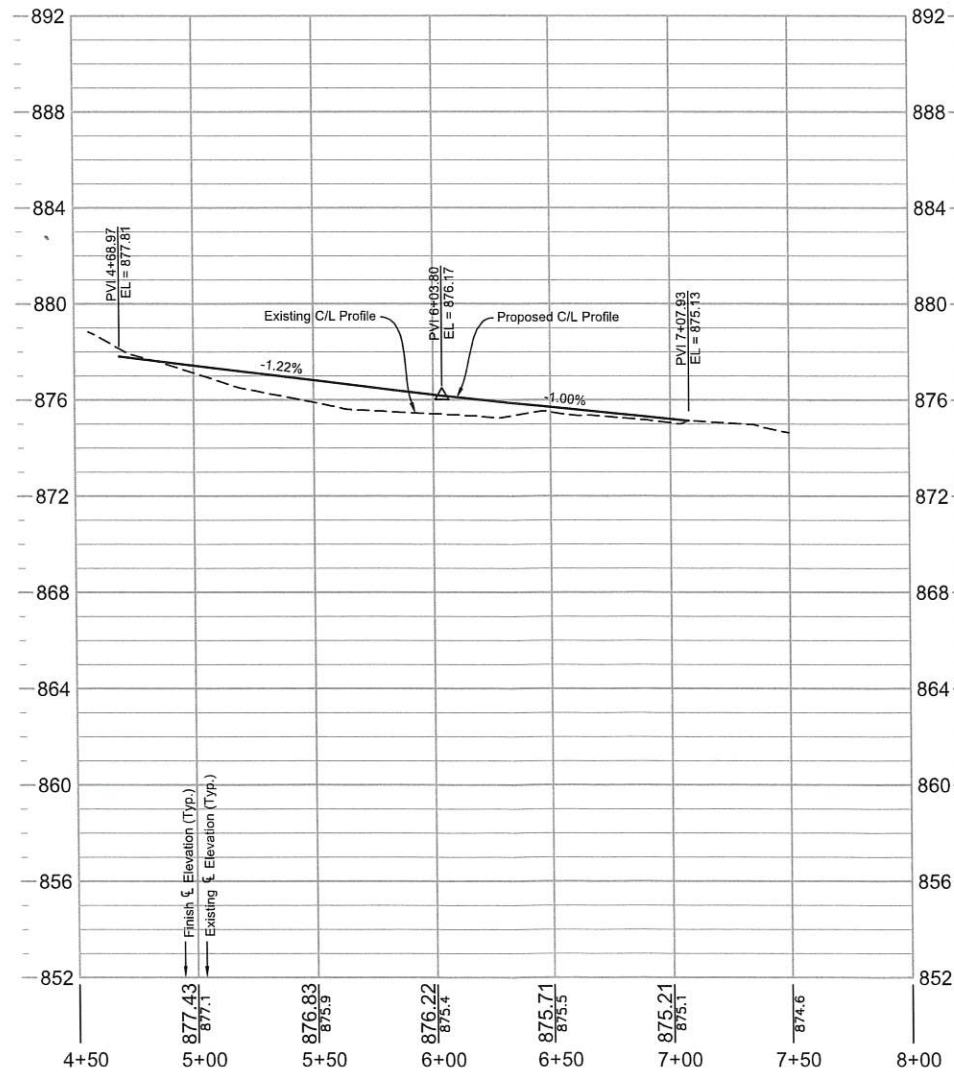
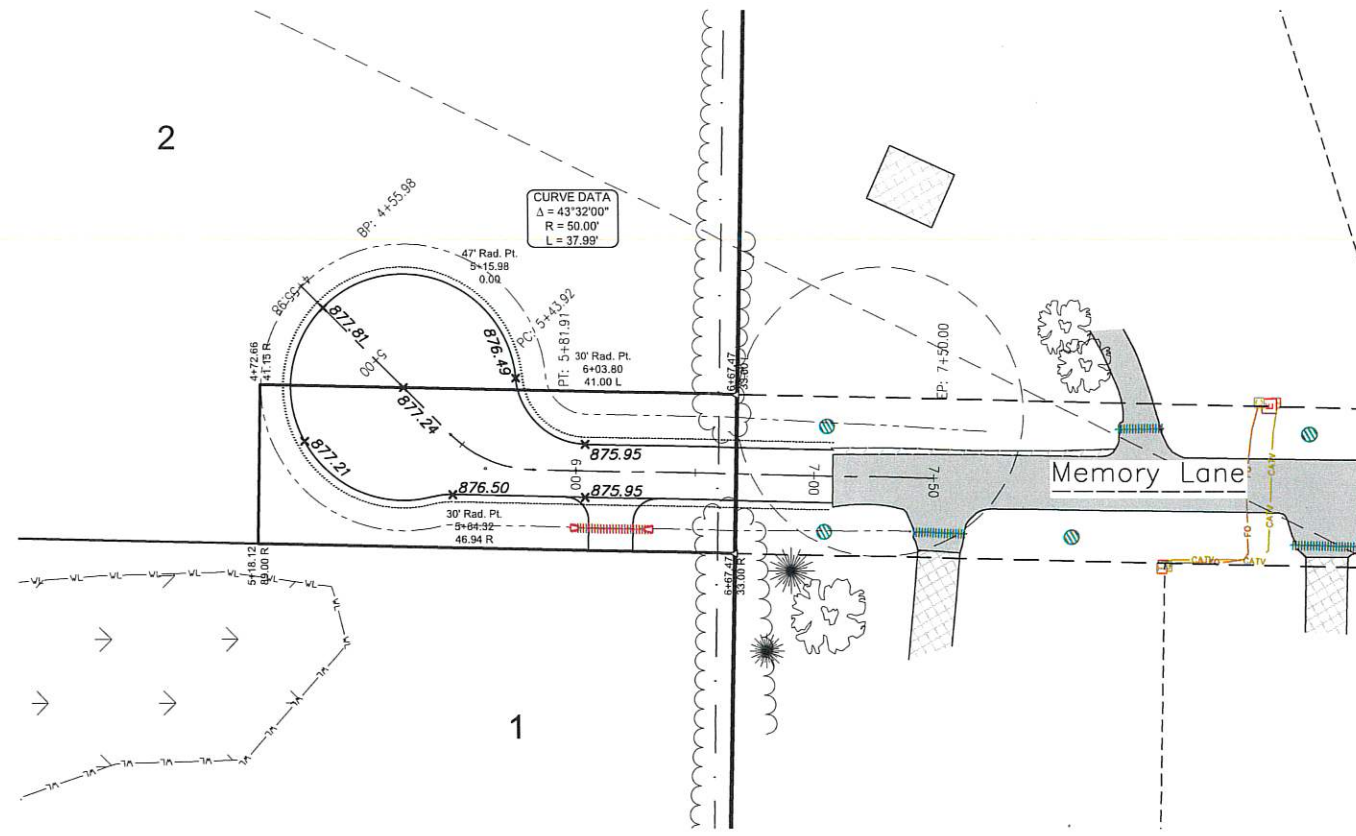
Sieve Size	Percent by weight passing
3"	100
2-1/2"	90-100
1-1/2"	25-80
3/4"	0-20
3/8"	0-5

- Silt fence notes:**
1. Detail of construction not shown on this drawings shall conform to criteria set by authorities having jurisdiction and by DNR Technical Standard 1056.
  2. When possible, the silt fence should be constructed in an arc or horseshoe shape with the ends pointing upslope to maximize both strength and effectiveness.
  3. Attach the fabric to the posts with wire staples or wooden lath and nails.
  4. 8-0" post spacing allowed if a woven geotextile fabric is used.
  5. Trench shall be a minimum of 4" wide and 6" deep to bury and anchor the geotextile fabric. Fold material to fit trench and backfill and compact trench with excavated soil.
  6. Geotextile fabric shall be reinforced with an industrial polypropylene netting with a maximum mesh spacing of 3/4" or equal. A heavy-duty nylon top support chord or equivalent is required.
  7. Steel posts shall be studded "tee" or "u" type with a minimum weight of 128 lb/lineal foot (without anchor). Pin anchors shall be a minimum size of 4" diameter or 1 1/2" x 3 1/2", except wood posts for geotextile fabric reinforced with netting shall be a minimum size of 1 1/8" x 1 1/8" oak or hickory.

**SILT FENCE INSTALLATION**  
DNR TECHNICAL STANDARD 1056

**CONSTRUCTION & EROSION CONTROL DETAILS**

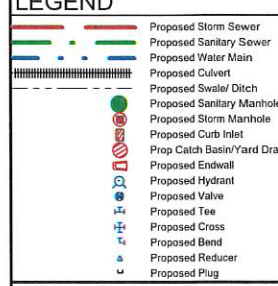
**Memory Lane Extension**  
Town of Clayton, Winnebago County, WI  
For: Justin & Kate Schroeder



**NOTES:**  
 RADIUS STATIONING IS T  
 g14.16 = PROPOSED GR  
 ENDWALLS ARE INCLUDED IN CULVERT LENGTH

**LEGEND**

- Proposed Storm Sewer
- Proposed Sanitary Sewer
- Proposed Water Main
- Proposed Swale/Ditch
- Proposed Culvert
- Proposed Storm Manhole
- Proposed Sanitary Manhole
- Proposed Storm Manhole
- Proposed Curb Inlet
- Prop. Catch Basin/Yard Drain
- Proposed Endwall
- Proposed Hydrant
- Proposed Valve
- Proposed Tee
- Proposed Cross
- Proposed Bend
- Proposed Reducer
- Proposed Plug



**Memory Lane Extension**  
 Town of Clayton, Winnebago County, WI  
 For: Justin & Kate Schroeder

**IMPROVEMENT PLANS**  
 Memory Lane  
 Sta 4+55.98 to 7+50

**DAVEL ENGINEERING & ENVIRONMENTAL, INC.**  
 Civil Engineers and Land Surveyors  
 1164 Province Terrace, Menasha, WI, 54952  
 Ph: 920-991-1886 Fax: 920-441-0804  
 www.davelpro

March 8, 2024, 9:59 AM, Printed by: kyle  
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## MEMORANDUM

### **Business Items B & C**

From: Administrator/Staff

To: Plan Commission

Re: 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.

AND

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.

Please find the below comments from Code Administrator Kussow:

### **Property Information Specific to Tax ID # 006-0341-01:**

1. Specific Site Location: The subject site is the Kunes RV property addressed 2615 West American Dr.
2. Parcel Profile Report: Additional applicable property information not included in the Parcel Profile Report is described below:
  - a. The subject property is located in the Town's General Business (B-3) District.
  - b. There are no wetland or floodplain concerns.
  - c. No portion of the subject property is located within shoreland and therefore, the subject property is not subject to Winnebago County zoning jurisdiction.
  - d. The subject property is not located in Outagamie County Airport Zoning but is located in the 1,009 ft. Airport Height Limitation Zone.
  - e. The subject property is located in the Fox West Sewer Service Area and Town of Clayton Sanitary District #1.
  - f. The Future Land Use Map of the Town Comprehensive Plan identifies the subject property as being located in the Tier 1 development tier and the "Business Park" future land use category.
  - g. The existing "Heavy Vehicle Sales and Rental" land use is a Conditional Use in the subject property's General Business (B-3) District.
3. Zoning of Surrounding Properties:
  - a. North: B-3 (General Business District) & I-1 (Light Industrial District)
  - b. South: USH 10; I-1 (Light Industrial District) south of USH 10
  - c. East: A-2 (General Agriculture District)
  - d. West: B-3 (General Business District)

### **General Application Details & Background Information:**

**General Application Details:**

The applicant is proposing expansion of the existing heavy vehicle sales and rental land use via a 110' x 112' 6" addition consisting of new service bays and an exterior covered prep area. The applicant is also requesting after-the-fact approval for expansion of the outdoor display/storage area.

Stormwater management is proposed to be directed to the existing regional stormwater pond located north of the subject property.

The proposed building addition and expansion of the outdoor display/storage area requires a Conditional Use Permit and Site Plan Review approval.

### **Background Information:**

In 2017, the previous property owner (Horn RV) received Site Plan Approval to expand the gravel display area on the subject property, which included additional lighting and landscaping. A copy of the plans approved in 2017 is included for your reference.

In 2022, the gravel display area was expanded outside of the gravel display area approved in 2017 without any approvals from the Town, County, or Wisconsin Department of Natural Resources (DNR), and in violation of Town Zoning Ordinance requirements. Additionally, the following outstanding issues resulted from the 2022 expansion:

- Stormwater management & erosion control: No stormwater management or erosion control permits/approvals were obtained from Winnebago County or the DNR.
- Wetland filling: Wetlands were filled without any DNR approval.
- Landscaping required/installed as part of the 2017 approval was either never installed or removed.

### **Special Standards for Principal Land Uses:**

Special standards for the "heavy vehicle sales and rental" land use are found in Sec. 9.08-291, as follows:

0. *"Outdoor display areas and other activity areas shall be located at least... 25 feet from a property in a commercial or mixed-use zoning district."*

The submitted plans comply with this requirement.

### **Special Site Design Principles and Architectural Standards**

The "heavy vehicle sales and rental" land use is subject to the special site design principles and architectural standards outlined in Division 8 of Article 8 of the Town Zoning Code of Ordinances. This section of the ordinance makes reference to the following attachments of the zoning code:

- Attachment B, Horizontal Site Design Standards
- Attachment C, Architectural Design Standards
- Attachment D, Architectural and Landscape Design Zones
- Attachment E, Landscape Design Standards
- Attachment F, Environmental and Energy Efficiency (E<sup>3</sup>) Guidelines

Per Attachment D, this property is located in the Tier 1 architectural and landscape design zone.

### **Horizontal Site Design Standards (Attachment B):**

Driveways & Vision Clearance Triangle: There is one existing driveway to West American Dr. on the west side of the property. One new driveway to West American Dr. on the eastern side of the property is proposed.

Per Attachment B, “driveways shall not exceed a maximum width of 36 feet at their juncture with the street pavement...” **The proposed new driveway is 50 feet at its juncture with the street pavement, which does not comply with Attachment B.**

Stormwater and Erosion Control:

Stormwater management is proposed to be directed to the existing regional stormwater pond located north of the subject property. Stormwater management and erosion control are regulated by Winnebago County and the Wisconsin Department of Natural Resources (DNR). **County and DNR stormwater management and erosion control permits/approvals were not provided by the applicant.**

Wetlands:

It is apparent that two wetlands identified per a 2016 wetland delineation were disturbed/filled as a result of the 2022 outdoor parking/display area expansion.

- Applicant is proposing to restore the filled wetland in the eastern portion of the property.
- Applicant is proposing to request DNR approval to allow the filled wetland in the middle of the property, adjacent to West American Dr, to remain filled and partially paved with gravel.

**DNR approval for wetland disturbance/filling was not provided by the applicant.**

**Architectural Design Standards (Attachment C):**

The subject property is located in the Tier 1 architectural design zone per Attachment D, Architectural and Landscape Design Zones.

Existing Structures:

Sec. A. (5) addresses architectural design standards for existing structures as follows:

- *Any additional square footage added to these structures must be in full compliance to the architectural design standards.*
- *Percentages of Acceptable Exterior Building Materials may be decreased to allow for consistency in architectural design with the existing structures.*

Exterior Wall Materials:

The proposed exterior wall materials of the addition consist of:

- Architectural metal wall panel (American or equivalent color)
- Concrete Masonry Unit (CMU) block (old castle or equivalent color)

Sec. A. (2) (a) states:

- 1) *Except as provided below, Acceptable Exterior Building Materials shall cover 75 percent or more of all exterior wall surfaces. Windows and doors, including overhead doors, shall not be included in the total wall surface area calculation.*

“Acceptable exterior building materials” listed in Sec. A. (1) (d) include the following:

- Clay or masonry brick
- Natural or manufactured stone
- Decorative concrete masonry (sealed) with color consistent with design theme.



- Poured-in-place, tilt-up or precast architectural concrete (shall have stone, texture or coating appearance consistent with design theme)
- Glass curtain walls (Note: Glass windows and doors are not considered glass curtain walls)
- Other materials as approved by the Town Board

The only proposed exterior wall material which is considered an “acceptable exterior building material” as listed in the Town code is the Concrete Masonry Unit (CMU) block. Architectural metal wall panel is not listed as “acceptable exterior building materials” per the Town code.

Although the applicant did not provide area calculations identifying the percentage of exterior wall surfaces covered with “acceptable exterior building materials”, it is apparent that 75% of all exterior wall surfaces of the proposed addition are not covered with “acceptable exterior building materials” and the proposed exterior wall materials do not comply with the requirements of Sec. A. (2) (a).

The applicant provided the following response to this issue: *“To maintain architectural consistency and provide a uniform building, exterior building materials consistent with the existing building materials are proposed.”*

Please note that Sec. A. (2) (a) provides allowances for the Town to decrease the required percentage of “acceptable exterior building materials” as follows:

1. *In those areas deemed to be of limited exposure to the general public, percentages may be decreased so long as the intent of this provision is maintained. Additional limitation to public view may be achieved by building location, orientation, additional landscaping or additional screening.*
2. *For those uses that require the location of exposed overhead or coiling doors, and not allow for the aggregate percentages to be achieved, acceptable building materials may be decreased to accommodate their necessity for the building use, so long as the intent of this provision is maintained. The Town Board has the authority to approve additional landscaping, acceptable material in other areas, screening, environmental and energy efficiency provisions, a reduction in the number of doors and building location within the parcel to maintain the aesthetic value of the area and maintain the intent of this provision.*

Additionally, as described above, Sec. A. (5) states: *Percentages of Acceptable Exterior Building Materials may be decreased to allow for consistency in architectural design with the existing structures.*

#### Roofing Materials:

The proposed roofing material is prefinished metal roof panels. “Architectural metal roof panels” is listed as an acceptable roofing material per Sec. A. (1) (c).

Per Sec. A. (1) (c), roof material shall have a Solar Reflective Index (SRI) of 78 or higher on roof slopes less than or equal to 2:12. *Specifications identifying the SRI of the proposed roof material were not provided by the applicant.*

The applicant provided the following response to this issue: *“To maintain architectural consistency and provide a uniform building roof, exterior building materials consistent with the existing building roof are proposed.”*

#### Loading Docks and Overhead Doors:

Sec. A. (9), described provision for loading docks and overhead doors as follows:

- *Except as provided below, loading docks and overhead doors shall be located in the side yard or rear yard and shall not be located facing a street yard.*  
**Overhead doors are proposed on both street-facing sides of the building, facing USH 10 and West American Dr.**
- *Should the building orientation or parcel not provide a suitable accommodation or present an undue hardship for locating loading docks and overhead doors in and/or facing the side or rear yard, the Town Board may allow loading docks in and/or facing the street yard if a practical alternative does not exist.*

Staff recommends allowing the overhead doors to face the street yards due to the existing building orientation and the subject lot having street frontage on both the north and south sides of the lot.

The applicant provided the following response to this issue: *“To maintain architectural consistency and provide a uniform overhead door layout, overhead doors are proposed on the north and south sides of the proposed building addition.”*

#### Building Orientation:

Per Sec. A. (12):

- *The Town Board may require building orientation to be adjusted to meet specific site concerns and address aesthetic considerations of nearby properties.*
- *The Town Board may require additional architectural design features on street-facing building facades to mimic the appearance of primary building entrances being located on the street facing side(s) of buildings.*

#### Exceptions:

Sec. A. (14) states: *“Should a particular parcel present an undue hardship or needs arise to mitigate adjoining land use impacts, the Town Board may modify provisions of these regulations so long as the intent is protected and such modifications are not utilized in significant fashion as to warrant revision.”*

#### **Landscape Design Standards (Attachment E):**

The subject property is located in the Tier 1 landscape design zone per Attachment D, Architectural and Landscape Design Zones.

The applicant submitted landscape plan which:

1. Appears to adequately address the landscaping required with the 2017 Site Plan Approval
2. Addresses landscaping requirements for the proposed building addition and outdoor display area expansion, as follows:
  - a. Parking Lot Perimeter Landscaping: Compliant parking lot perimeter landscaping is provided, excluding wetland and utility easement locations.
  - b. Grounds Landscaping: Compliant grounds landscaping is provided with proposed trees exceeding code requirements by 28 landscape points.
  - c. Building Landscaping: **Proposed building landscaping does not comply with code requirements.** The applicant provided the following statement on the landscape plan: *“Due to current and proposed building use, this is infeasible but more than required grounds landscaping points provided and landscaping provided on the west side of existing building to compensate.”*

**Modifications of Standards:**

Sec. F (1) state: *“The Town Board shall have the authority to waive or modify the requirements and standards of this section for good cause shown by the applicant. In lieu of any modification, a substitution of higher standards or inclusion of E3 components described in Attachment F can be required by the Town Board to offset any corresponding waiver or modification. Documentation of any modification shall be on file at the Town of Clayton and available for public review.”*

**Environmental and Energy Efficiency (E<sup>3</sup>) Guidelines (Attachment F):**

The E<sup>3</sup> standard is strongly recommended, but not required. Per review of the application materials, the following E<sup>3</sup> components are included in this development:

- **Storm sewer piping:** Only hard piping of stormwater directly off-site is proposed to be directed to the existing regional stormwater pond located north of the subject property.
- **Minimize sprawl:** Development is proposed within 1/8 mile of existing commercial development.
- **Light pollution:** Proposed lighting/light pollution is further reduced beyond current ordinance standards.
- **Minimize impervious surfaces:** Proposed impervious surface percentage is 68.7% which is in compliance with the maximum 70% requirement.

**Storage of Waste/Trash and Recyclables (Sec. 9.08-209):**

The proposed refuse/recycling area and screening is compliant with code requirements.

**Exterior Lighting (Sec. 9.08-210):**

The proposed exterior lighting is compliant with code requirements.

**Comprehensive Plan Considerations:**

- The Future Land Use Map of the Town Comprehensive Plan classifies this parcel as being in the “Business Park” future land use category.
- **“Business Park” Future Land Use Category Description:**  
*“Located along the north and south sides of USH 10, between STH 76 and Clayton Avenue, this district contains much of the visible property that fronts the USH 10 corridor. The accessibility and visibility of these lands is attractive to commercial land uses... Planned light industrial uses are also included in the Clayton Business Park North area primarily due to restrictions imposed on uses within the Airport Zoning Overlay. Examples could include warehousing, distribution centers, and light manufacturing...”*

*New businesses within this area should be regional in nature and require high-levels of access to the USH 10 and I-41 transportation corridors. New development driven solely by USH 10 traffic counts (i.e. car, boat, RV, trailer dealerships, etc.) shall be discouraged. Instead, high-value employment firms with professional offices, medical and dental facilities, and related uses that attract users to and from the Friendship Trail should be considered within this district.”*

Please note that per §66.1001 (2m) (b) of Wisconsin Statutes states: “A conditional use permit that may be issued by a political subdivision does not need to be consistent with the political subdivision’s comprehensive plan.”

---

**Issues & Outstanding Items, Basis of Decision, & Suggested Conditions:**

**Issues & Outstanding Items:**

1. Proposed new driveway in eastern portion of property exceeds the 36 ft. maximum width requirement at the juncture with the street pavement.
  - Plan Commission will need to determine if compliance with the driveway width requirements of Attachment B will be required for the proposed driveway or if Plan Commission will recommend allowing the driveway as proposed.
  
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
  - Staff recommends requiring the applicant to provide the Town copies of County and DNR stormwater management and erosion control permits/approvals prior to commencing construction of the proposed building addition.
  
3. Applicant did not provide Wisconsin Department of Natural Resources (DNR) approval for wetland disturbance/filling.
  - Staff recommends:
    - . Requiring the applicant to provide the Town a copy of DNR approval for wetland disturbance/filling within six (6) months of Conditional Use Permit and Site Plan approvals; and
    - i. If the applicant fails provide the Town a copy of DNR approval for wetland disturbance/filling within six (6) months of Conditional Use Permit and Site Plan approvals, all fill shall be removed from the wetland and the wetland shall be restored to preexisting conditions.
  
4. The proposed exterior wall materials do not comply with the requirements of Attachment C for the Tier 1 architectural design zone (i.e., “Acceptable Exterior Building Materials” shall cover at least 75% of all exterior wall surfaces of the proposed addition).
  - Plan Commission will need to determine if compliance with the exterior wall materials requirements of Attachment C will be required for the proposed addition or if Plan Commission will recommend allowing the percentages of Acceptable Exterior Building Materials to be decreased for consistency in architectural design of the existing building.
  
5. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material, implying the proposed roofing material does not comply with the SRI requirement.

- Plan Commission will need to determine if compliance with the roofing material SRI requirement of Attachment C will be required for the proposed addition or if Plan Commission will recommend allowing the roofing material as proposed for consistency in architectural design of the existing building.
6. New overhead doors are proposed facing street yards (i.e., USH 10 & West American Dr.).
    - Staff recommends allowing the overhead doors to face the street yards due to the existing building orientation and the subject lot having street frontage on both the north and south sides of the lot.
  7. Applicant submitted a landscape plan which appears to adequately address the 2017 Site Plan Approval landscaping and adequate landscaping for the proposed building addition and outdoor display area expansion except building landscaping.
    - Plan Commission will need to determine if the proposed landscaping plan is adequate and may be approved as proposed.

**Basis of Decision:**

Conditional Use:

The Town, in making its decision, shall consider the following factors:

1. the size of the parcel on which the proposed use will occur;
2. the presence of and compatibility with other uses on the subject property;
3. the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);
4. effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
5. the suitability of the subject property for the proposed use;
6. effects of the proposed use on the natural environment;
7. effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;
8. effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and
9. any other factor that relates to the purposes of this chapter as set forth in s. 9.01-5 and other sections as may apply.

Site Plan Review:

The Town, in making its decision, shall consider the following factors:

1. Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
2. Effects of the project on the natural environment;
3. Effects of the project on surrounding properties, including but not limited to operational considerations relating to hours of operation and creation of potential nuisances such as noise, odor, fumes, dust, and light;
4. Compliance with the Special Site Design Principles and Architectural Standards described in Division 8 of Article 8;

5. Compliance with other applicable requirements contained in this Chapter; and
6. Any other factor that relate to the purposes of this Chapter as set forth in section 9.01-05 and other applicable sections.

**Suggested Conditions:**

The following are possible conditions of approval that may be relevant to ensure compliance with ordinance requirements:

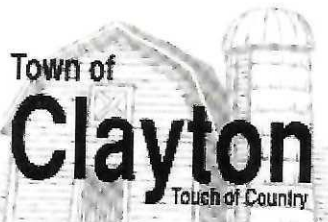
1. The project shall comply with all applicable local, state, and federal codes/ordinances.
2. Winnebago County and Wisconsin Department of Natural Resources permits/approvals for stormwater management and erosion control shall be obtained and copies of such permits/approvals shall be submitted to the Town prior to commencing construction of the building addition.
3. Wisconsin Department of Natural Resources 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 Permit and Site Plan approvals. If the applicant fails 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.
4. Any future proposed signage shall comply with the applicable requirements of Article 12 and Attachment E of the Town Zoning Ordinance.
5. 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.

**SUGGESTED MOTIONS:**

***Item B:*** Motion to recommend denial of the Conditional Use Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building.

***Item C:*** Motion to recommend denial of the Site Plan Review Application submitted by Kunes Appleton Properties for a proposed addition to the existing heavy vehicle sales and rental principal building.

Respectfully Submitted,  
Kelsey



CONDITIONAL USE APPLICATION

8348 County Road T, Larsen WI 54947
Phone - 920-836-2007 Fax - 920-836-2026
Email - clerk@townofclayton.net Web Page - www.townofclayton.net

Property Owner(s): Kunes Appleton Properties LLC
Address/Zip: PO Box 546, Delavan, WI 53115
Phone: 608-769-9678 Fax: E-Mail: dax.connely@kunes.com

Applicant: Kunes Appleton Properties LLC
Check: Architect Engineer Surveyor Attorney Agent Owner X
Address/City/Zip: PO Box 546, Delavan, WI 53115
Phone: 608-769-9678 Fax: E-Mail: dax.connely@kunes.com

Describe the reason for the Conditional Use: Addition to existing facility requires a Conditional Use
in the B-3 General Business District

Conditional Use Specifics:

No. of Lots: 1 Total Acreage: 10 Tax Key No.: 006034101
Legal Description: Lot One (1) of Certified Survey Map No. 7607 recorded on March 16, 2020 as Document No. 1812010,
being all of Lots Two (2) and Three (3) of Certified Survey Map No. 6306, being part of the Northeast 1/4
of the Southwest 1/4 and part of the Northwest 1/4 of the Southeast 1/4 of Section 12, Township 20 North,
Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Current Zoning: B-3: General Business
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: [Signature] Date: 11/3/23

For Town Use Only
Fee (see Town Fee Schedule)
Fee: Check # Receipt Date
Date Received Complete By CUP No.
Review Meetings - Plan Comm Town Board
Newspaper Publication Dates & Posting Date
300' 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 20 working days prior to meeting.
Rev 03-2018

April 4, 2024

## Project Narrative

Project: Kunes RV of Fox Valley  
2615 W American Drive  
Neenah, WI 54956

Kunes Appleton Properties LLC is requesting site plan and conditional use review and approval for an addition to their existing facility located at 2615 W American Drive in the Town of Clayton. The property is zoned B-3 and the Heavy Vehicle Sales & Rental use requires a conditional use permit in the B-3 District.

The proposed project involves the construction of a 7,523 square foot building addition and 5,086 square foot canopy addition to the east side of the existing facility. New concrete is proposed under the canopy along with new asphalt to the north and south of the addition. Gravel will be added over existing gravel area to match into the building expansion grades. Existing driveway access from W American Drive will remain with the addition of another driveway access from W. American Drive proposed approximately 600' east of the existing driveway.

The intended use of the additional driveway is to allow customers that come in the west driveway to exit the east driveway. This additional driveway will decrease the amount of challenging maneuvering needed for large campers and vehicles around the sales lot, leading to a projected increase in safety. With the recent update to increase greenspace and landscaping to the west, the eastern side of the property was re-examined, which led to the proposal to add the additional driveway for customer convenience and safety.

Additionally, gravel area will be removed and seeded into lawn space, primarily along the west property line, and landscaping added to bring proposed site impervious area to slightly under 70%. The existing 12 parking stalls previously approved with the original building project will remain unchanged. A chain-link fence with slats and gates is proposed for dumpster screening. Total site disturbance will be 2.46 acres.

Stormwater management requirements for the site will be met via the existing regional pond located north of the proposed development. This pond had been analyzed back in 2016 and has been re-analyzed with the new impervious coverage/drainage basins associated with the proposed project. Peak discharge and stormwater quality requirements are still in conformance with design requirements without the need for any modifications to the existing wet pond.

The site is currently served by a sanitary holding tank, but the proposed project involves removing the sanitary tank and connecting the current building, proposed addition, and a manhole for RV grey and black water to the sanitary main in the American Drive right-of-way. The site is currently served by a well, but the proposed project involves connecting the proposed addition and existing building to the water main in the American Drive right-of-way. Downspouts and storm inlets are also proposed, discharging into the existing storm swale on the north side of the property, maintaining existing storm discharge patterns.



Site lighting will be provided in a fashion that provides appropriate foot candles for safety and cut-off fixtures for minimal light trespass. Lighting wall packs are proposed on the building addition. No new light poles are proposed. Exterior materials will match the existing facility and are represented in the attached color elevations and material sample depiction document. Three new service doors are proposed on both the north and south addition elevations. Operations at the facility will remain unchanged with sales and service hours from 9 AM to 5 PM Monday thru Friday and 9 AM to 3 PM on Saturdays.

March 6, 2024

Town of Clayton  
Attn: Kelsey Faust-Kubale  
8348 Hickory Ave  
Larsen, WI 54947

Re: Kunes RV Addition (2615 West American Drive)

Good afternoon,

This letter is in response to the February 14, 2024 Plan Commission Meeting staff comments/recommendations.

### Staff Comments

1. Gravel outdoor camper display area does not comply with the 2017 Site Plan Approval and the 25 ft. outdoor display area setback requirement per Sec. 9.08-291.
  - Staff recommends requiring the applicant to submit revised site plans identifying compliance with the 2017 Site Plan Approval and, for display areas installed beyond the 2017 approval, compliance with Sec. 9.08-291 prior to Conditional Use Permit and Site Plan approvals.  
**Excel Response: 25' setback to west now provided in updated plans. 15' setback to south now provided in updated plans as well.**
2. Applicant did not provide Winnebago County and Wisconsin Department of Natural Resources (DNR) stormwater management and erosion control permits/approvals.
  - Staff recommends requiring the applicant to provide the Town copies of County and DNR stormwater management and erosion control permits/approvals prior to Conditional Use Permit and Site Plan approvals.  
**Excel Response: Plans were submitted to Winnebago County. Winnebago County required pond asbuilts prior to permit approval. Pond has now been surveyed, documenting previous pond improvements and modifications. Revised plans will be sent to Winnebago County concurrent with this resubmittal. Plans will be submitted to DNR upon wetland permitting.**
3. Applicant did not provide Wisconsin Department of Natural Resources (DNR) approval for wetland disturbance/filling.
  - Staff recommends requiring the applicant to provide the Town a copy of DNR approval for wetland disturbance/filling prior to Conditional Use Permit and Site Plan approvals.  
**Excel Response: As outlined on sheet C1.0B, AJDs for on-site wetlands have been submitted to US Army Corps. Once AJDs are granted, nonfederal wetland request and artificial wetland requests will be requested from the DNR.**
4. The proposed exterior wall materials do not comply with the requirements of Attachment C for the Tier 1 architectural design zone (i.e., "Acceptable Exterior Building Materials" shall cover at least 75% of all exterior wall surfaces of the proposed addition).

- Plan Commission will need to determine if compliance with Attachment C will be required for the proposed addition or if Plan Commission will recommend allowing the percentages of Acceptable Exterior Building Materials to be decreased for consistency in architectural design of the existing building.

**Excel Response:** To maintain architectural consistency and provide a uniform building, exterior building materials consistent with the existing building materials are proposed.

5. Applicant did not provide specifications identifying compliance with the Solar Reflective Index (SRI) requirement for roofing material.
  - Staff recommends requiring the applicant to provide specifications identifying compliance with the SRI requirement prior to Conditional Use Permit and Site Plan approvals.

**Excel Response:** To maintain architectural consistency and provide a uniform building roof, exterior building materials consistent with the existing building roof are proposed.

6. New overhead doors are proposed facing street yards (i.e., USH 10 & West American Dr.).
  - Staff recommends allowing the overhead doors to face the street yards due to the existing building orientation and the subject lot having street frontage on both the north and south sides of the lot.

**Excel Response:** To maintain architectural consistency and provide a uniform overhead door layout, overhead doors are proposed on the north and south sides of the proposed building addition.

7. Applicant did not submit a landscape plan; the existing landscaping does not comply with the 2017 Site Plan Approval; and the existing landscaping does not comply with Attachment E for the proposed building addition and expansion of the outdoor display/storage area.
  - Staff recommends requiring the applicant to submit a landscape plan in compliance with the 2017 Site Plan Approval and Attachment E for the proposed building addition and outdoor display area expansion prior to Conditional Use Permit and Site Plan approvals.

**Excel Response:** Landscape plan now provided as sheet C1.4, maintaining consistency with the 2017 Site Plan approval.

8. The refuse/recycling area and screening in compliance with Section 9.08-209 was not identified on or provided with the submitted plans.
  - Staff recommends requiring the applicant to submit plans identifying the refuse/recycling area and screening in compliance with Section 9.08-209 prior to Conditional Use Permit and Site Plan approvals.

**Excel Response:** Refuse/recycling area now provided on sheet C1.1A, keynote 35. Screening chain-link fence with slats and gates, in addition to screening evergreen shrubs proposed on sheet C1.4.

9. Applicant did not provide specifications verifying the proposed exterior lighting is certified by the International Dark Sky Association (IDA).
  - Staff recommends requiring the applicant to submit specifications verifying the proposed exterior lighting is IDA-compliant prior to Conditional Use Permit and Site Plan approvals.

**Excel Response:** See updated Sheet C3.1. There is a small blue badge on the wall pack cut sheet indicating IDA compliance.

The submittal documents have been revised per the comments above. Please accept for review and approval. Please let me know if you have any comments, questions, or need additional information.

Sincerely,

**Excel Engineering, Inc.**



**Jason Daye, P.E.**  
**Principal, Civil**



SPECIFICATION NOTE:  
SEE SHEET CO.1 FOR PLAN  
SPECIFICATIONS AND REQUIREMENTS



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excelengineer.com

PROJECT INFORMATION

PROPOSED BUILDING ADDITION TO:  
**KUNES FOX VALLEY RV**  
26915 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

PROFESSIONAL SEAL

PRELIMINARY DATES

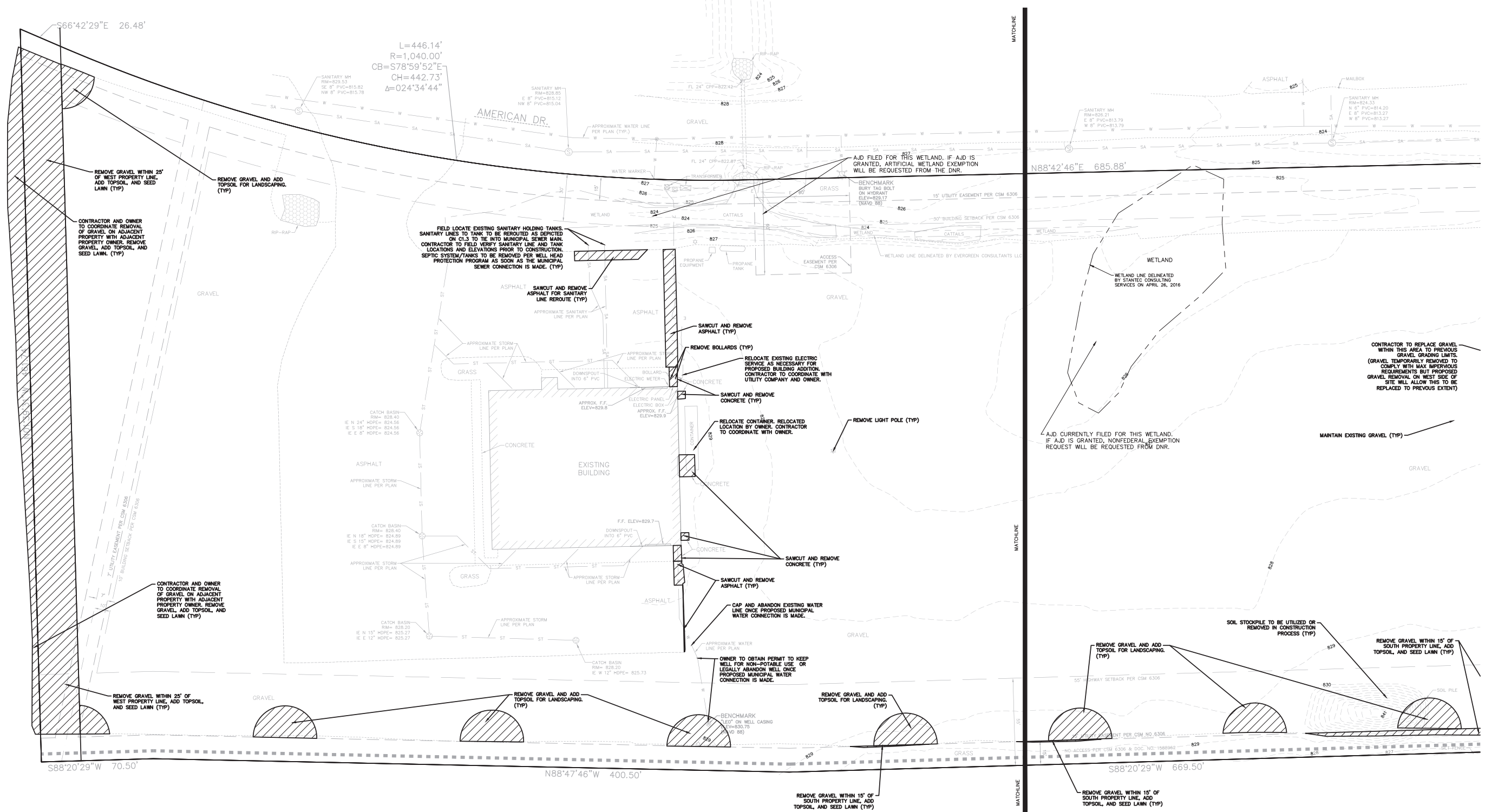
- NOV. 3, 2023
- NOV. 6, 2023
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JOB NUMBER

230322300

SHEET NUMBER

**C1.0A** 38



NOTE:  
PROPERTY LINES AND EASEMENTS SHOWN ON THIS SURVEY WERE DRAFTED FROM INFORMATION CONTAINED IN TITLE COMMITMENT FILE NO. 2241862, BY KNIGHT BARRY TITLE GROUP, DATED OCTOBER 23, 2023. AN UPDATED PLAT OF SURVEY, CERTIFIED SURVEY MAP OR ALTA SURVEY HAS NOT BEEN AUTHORIZED.

NOTE:  
SURFACE INDICATIONS OF UTILITIES ALONG WITH DIGGER'S HOTLINE MARKINGS PER TICKET NO. 20233917621 HAVE BEEN SHOWN. SIZES AND ELEVATION OF UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON FIELD MEASUREMENTS OF VISIBLE STRUCTURES IN COMBINATION WITH AVAILABLE DATA PROVIDED TO EXCEL ENGINEERING. EXCEL ENGINEERING MAKES NO GUARANTEE THAT ALL THE EXISTING UTILITIES IN THE SURVEYED AREA HAVE BEEN SHOWN NOR THAT THEY ARE IN THE EXACT LOCATION INDICATED. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION.



CIVIL EXISTING SITE AND DEMOLITION PLAN WEST

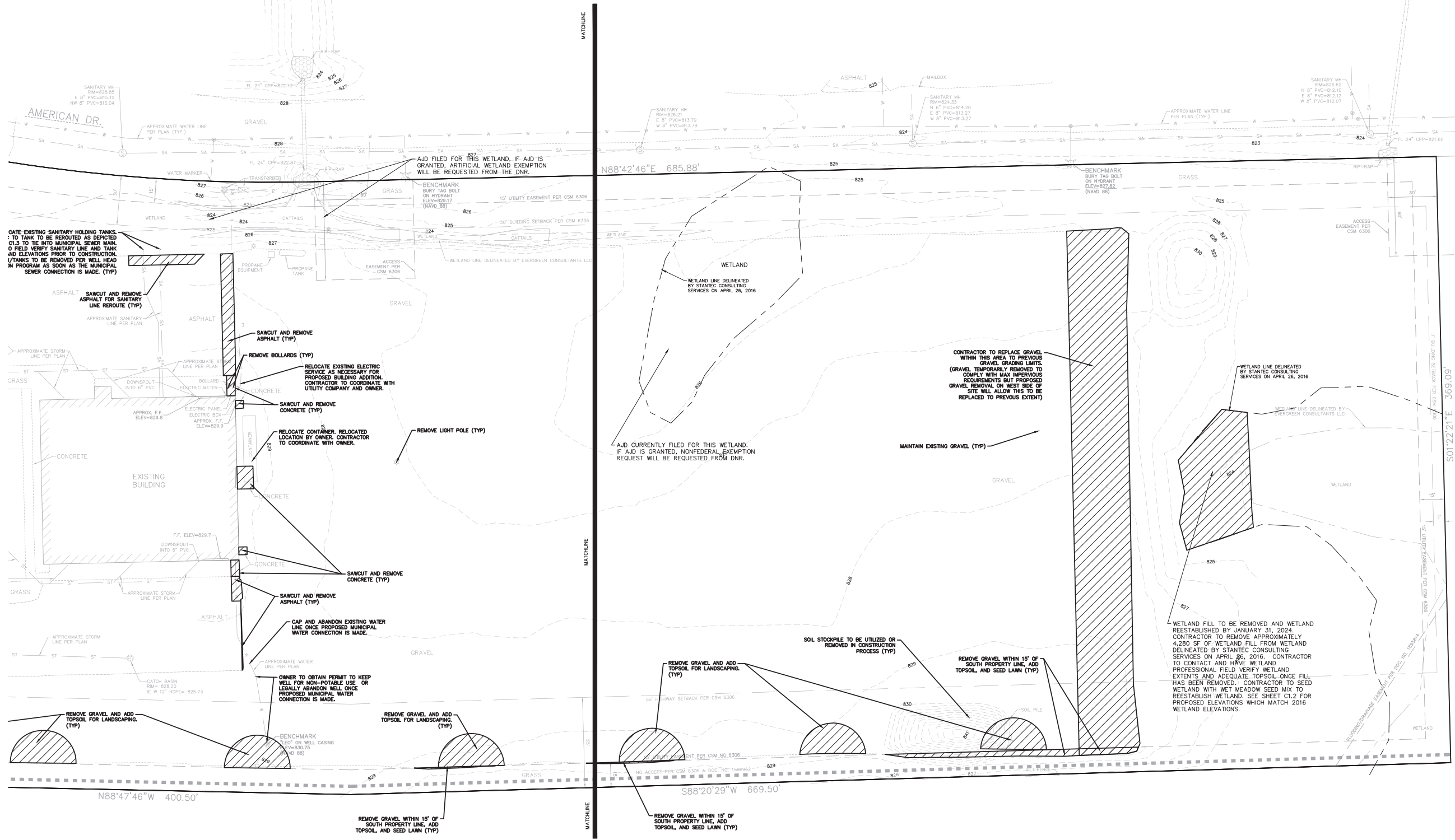
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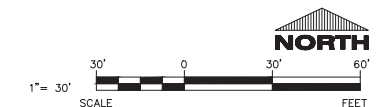
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JOB NUMBER

230322300

SHEET NUMBER

**C1.0E** 39

NOT FOR CONSTRUCTION

PROJECT INFORMATION

PROPOSED BUILDING ADDITION TO:  
**KUNES FOX VALLEY RV**  
26915 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

SPECIFICATION NOTE:  
SEE SHEET C0.1 FOR PLAN  
SPECIFICATIONS AND REQUIREMENTS

SITE INFORMATION:

PROPERTY AREA: 435,612 S.F. (10.00 ACRES).

EXISTING ZONING: B-3 GENERAL BUSINESS

PROPOSED ZONING: B-3 GENERAL BUSINESS

PROPOSED USE: KUNES RV FACILITY WITH BUILDING & PAVEMENT ADDITION

AREA OF SITE DISTURBANCE: 107,000 SF (2.46 ACRES)

SETBACKS: BUILDING: FRONT = 30'  
SIDE = 7' (ONE SIDE) AND 10' (OTHER SIDE)  
REAR = 25'  
STREET = 30'

PAVEMENT: FRONT = N/A  
SIDE = N/A  
REAR = N/A

PROPOSED BUILDING HEIGHT: 22'-6" (MAX. HEIGHT ALLOWED: 45')

PARKING REQUIRED: 1 SPACE PER 300 S.F. OF GFA (65 SPACES REQ.)

PARKING PROVIDED: 12 SPACES (1 H.C. ACCESSIBLE) \*NUMBER OF STALLS PROVIDED PREVIOUSLY APPROVED WITH ORIGINAL BUILDING PROJECT.

HANDICAP STALLS REQUIRED: 1, HANDICAP STALLS PROVIDED: 1

LANDSCAPE REQUIREMENTS: MIN. LANDSCAPE SURFACE RATIO: 30%

MAXIMUM IMPERVIOUS SURFACE: 70%

EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	10.00	435,612	
BUILDING FLOOR AREA	0.27	11,975	2.7%
PAVEMENT (ASP, CONC, GRAVEL)	6.98	303,869	69.8%
TOTAL IMPERVIOUS	7.25	315,844	72.5%
LANDSCAPE/ OPEN SPACE	2.75	119,768	27.5%

PROPOSED SITE DATA

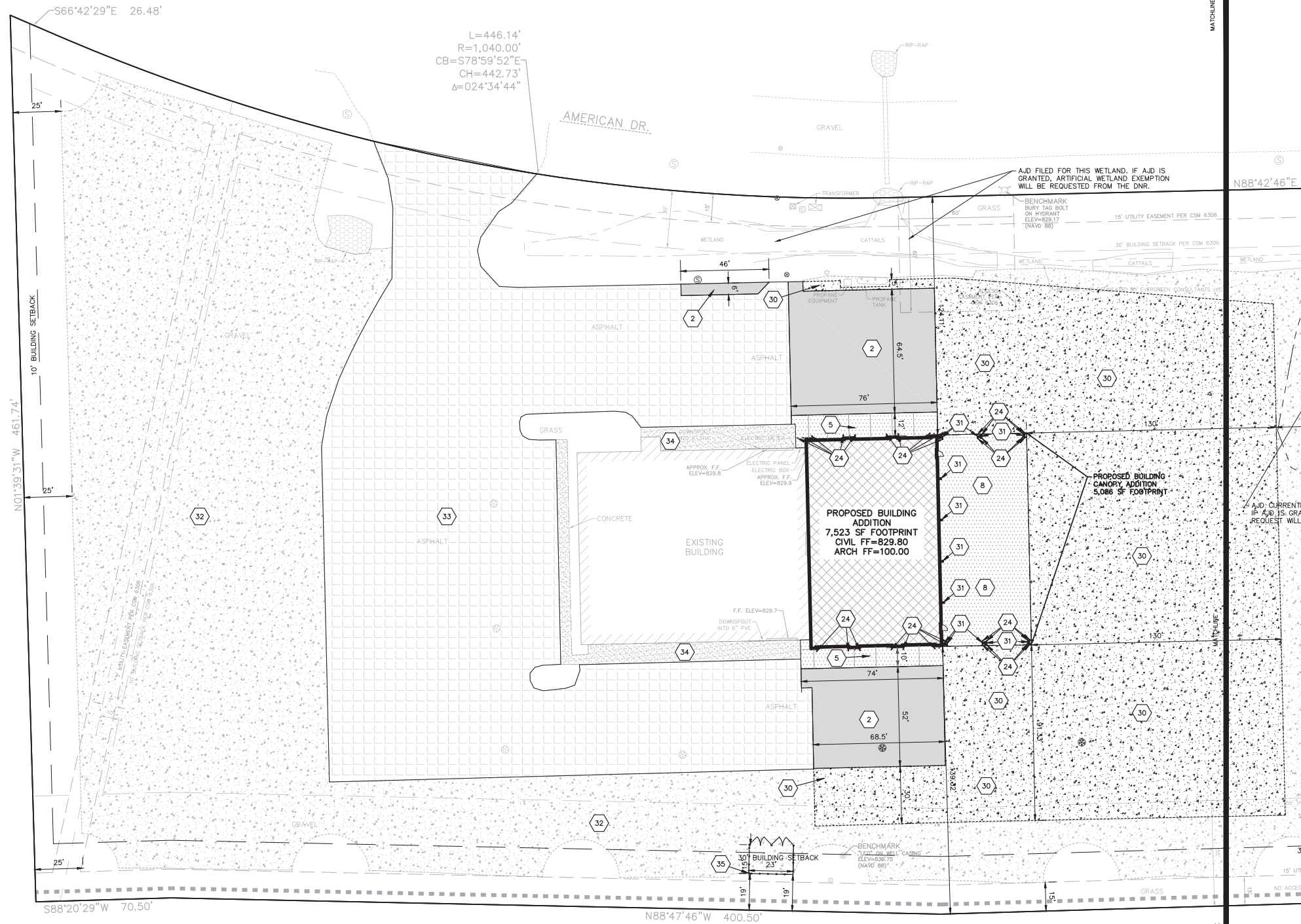
	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	10.00	435,612	
BUILDING FLOOR AREA (INCLUDES PROPOSED CANOPY)	0.56	24,583	5.6%
PAVEMENT (ASP, CONC, GRAVEL)	6.31	274,733	63.1%
TOTAL IMPERVIOUS	6.87	299,316	68.7%
LANDSCAPE/ OPEN SPACE	3.13	136,296	31.3%

SITE PLAN KEYNOTES

2	HEAVY DUTY ASPHALT SECTION (TYP.)
5	HEAVY DUTY CONCRETE (TYP.)
8	CONCRETE UNDER CANOPY. SEE STRUCTURAL PLANS FOR DETAILS.
24	6" CONCRETE BOLLARDS (SEE DETAIL ON ARCH. PLAN)
30	GRAVEL AREA. ADD/REMOVE GRAVEL FOR GRADING PURPOSES. SEE C1.2. CONTRACTOR TO ENSURE A MINIMUM OF 12" OF GRAVEL WILL EXIST ONCE ELEVATION MODIFICATIONS ARE COMPLETE (TYP.)
31	CANOPY SUPPORT COLUMN (SEE ARCH PLANS FOR DETAILS)
32	EXISTING GRAVEL TO REMAIN.
33	EXISTING ASPHALT TO REMAIN.
34	EXISTING CONCRETE TO REMAIN.
35	6' CHAINLINK FENCE WITH SLATS AND GATES FOR DUMPSTER SCREENING. COLOR BY OWNER. CONTRACTOR TO SUBMIT SHOP DRAWING TO ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.

PAVEMENT HATCH KEY:

	HEAVY ASPHALT
	HEAVY DUTY CONCRETE
	GRADED GRAVEL
	EXISTING GRAVEL TO REMAIN
	EXISTING ASPHALT TO REMAIN
	EXISTING CONCRETE TO REMAIN



CIVIL SITE PLAN WEST

PRELIMINARY DATES

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JOB NUMBER

230322300

SHEET NUMBER

C1.1A 40

NOT FOR CONSTRUCTION



SPECIFICATION NOTE:  
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PROJECT INFORMATION

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NOT FOR CONSTRUCTION

JOB NUMBER

230322300

SHEET NUMBER

**C1.1E** 41

SITE INFORMATION:

PROPERTY AREA: 435,612 S.F. (10.00 ACRES).  
EXISTING ZONING: B-3 GENERAL BUSINESS  
PROPOSED ZONING: B-3 GENERAL BUSINESS  
PROPOSED USE: KUNES RV FACILITY WITH BUILDING & PAVEMENT ADDITION

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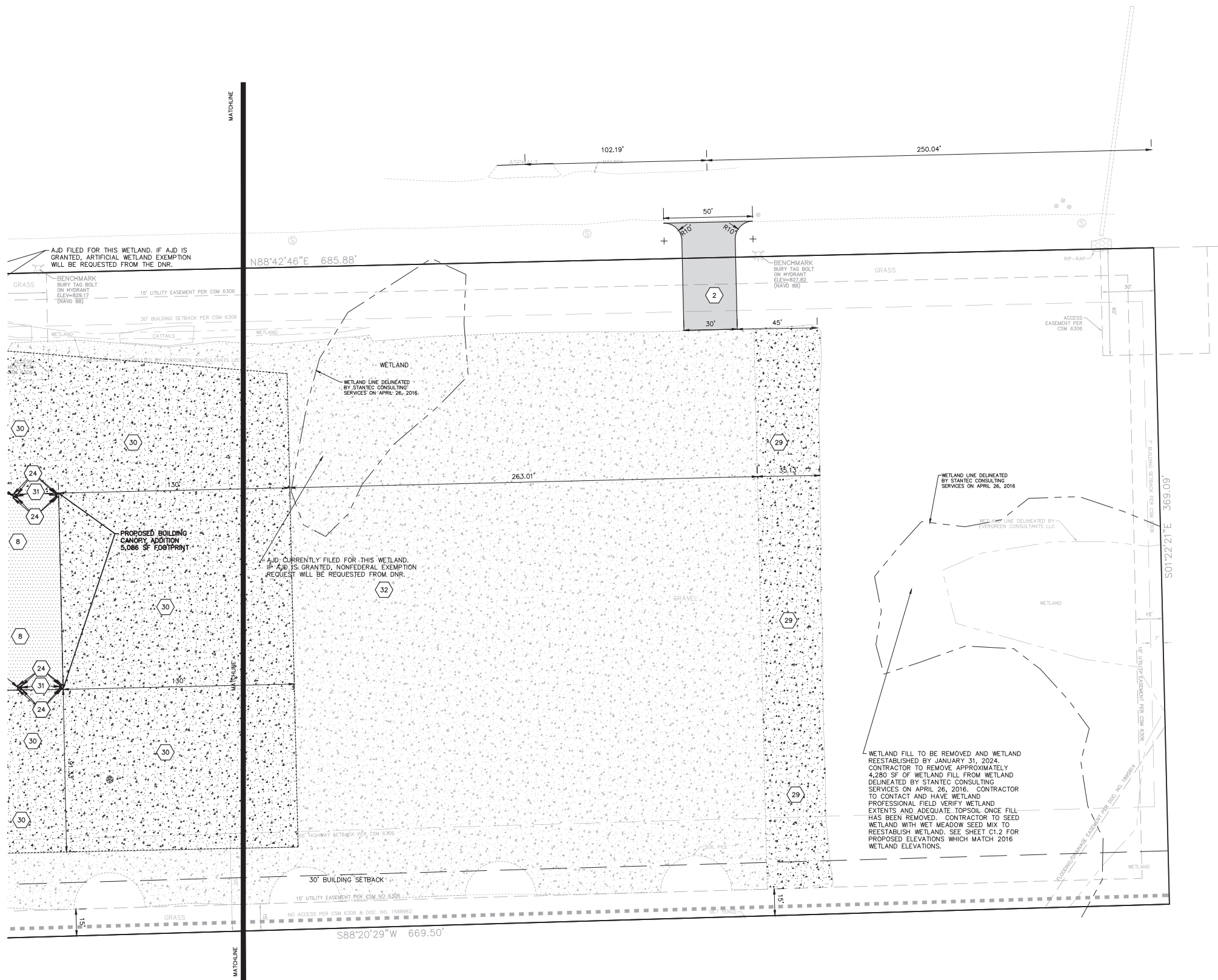
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SITE PLAN KEYNOTES

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- 5 HEAVY DUTY CONCRETE (TYP.)
- 8 CONCRETE UNDER CANOPY. SEE STRUCTURAL PLANS FOR DETAILS.
- 24 6" CONCRETE BOLLARDS (SEE DETAIL ON ARCH. PLAN)
- 29 GRAVEL AREA. CONTRACTOR TO ENSURE A MINIMUM OF 12" OF GRAVEL. (TYP.)
- 30 GRAVEL AREA. ADD/REMOVE GRAVEL FOR GRADING PURPOSES. SEE C1.2. CONTRACTOR TO ENSURE A MINIMUM OF 12" OF GRAVEL WILL EXIST ONCE ELEVATION MODIFICATIONS ARE COMPLETE (TYP.)
- 31 CANOPY SUPPORT COLUMN (SEE ARCH PLANS FOR DETAILS)
- 32 EXISTING GRAVEL TO REMAIN.
- 33 EXISTING ASPHALT TO REMAIN.
- 34 EXISTING CONCRETE TO REMAIN.
- 35 6' CHAINLINK FENCE WITH SLATS AND GATES FOR DUMPSTER SCREENING. COLOR BY OWNER. CONTRACTOR TO SUBMIT SHOP DRAWING TO ENGINEER FOR REVIEW PRIOR TO CONSTRUCTION.

PAVEMENT HATCH KEY:

- HEAVY ASPHALT
- HEAVY DUTY CONCRETE
- GRADED GRAVEL
- EXISTING GRAVEL TO REMAIN
- EXISTING ASPHALT TO REMAIN
- EXISTING CONCRETE TO REMAIN



CIVIL SITE PLAN EAST

PROJECT INFORMATION

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PROFESSIONAL SEAL

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230322300

SHEET NUMBER

**C1.2A** 42

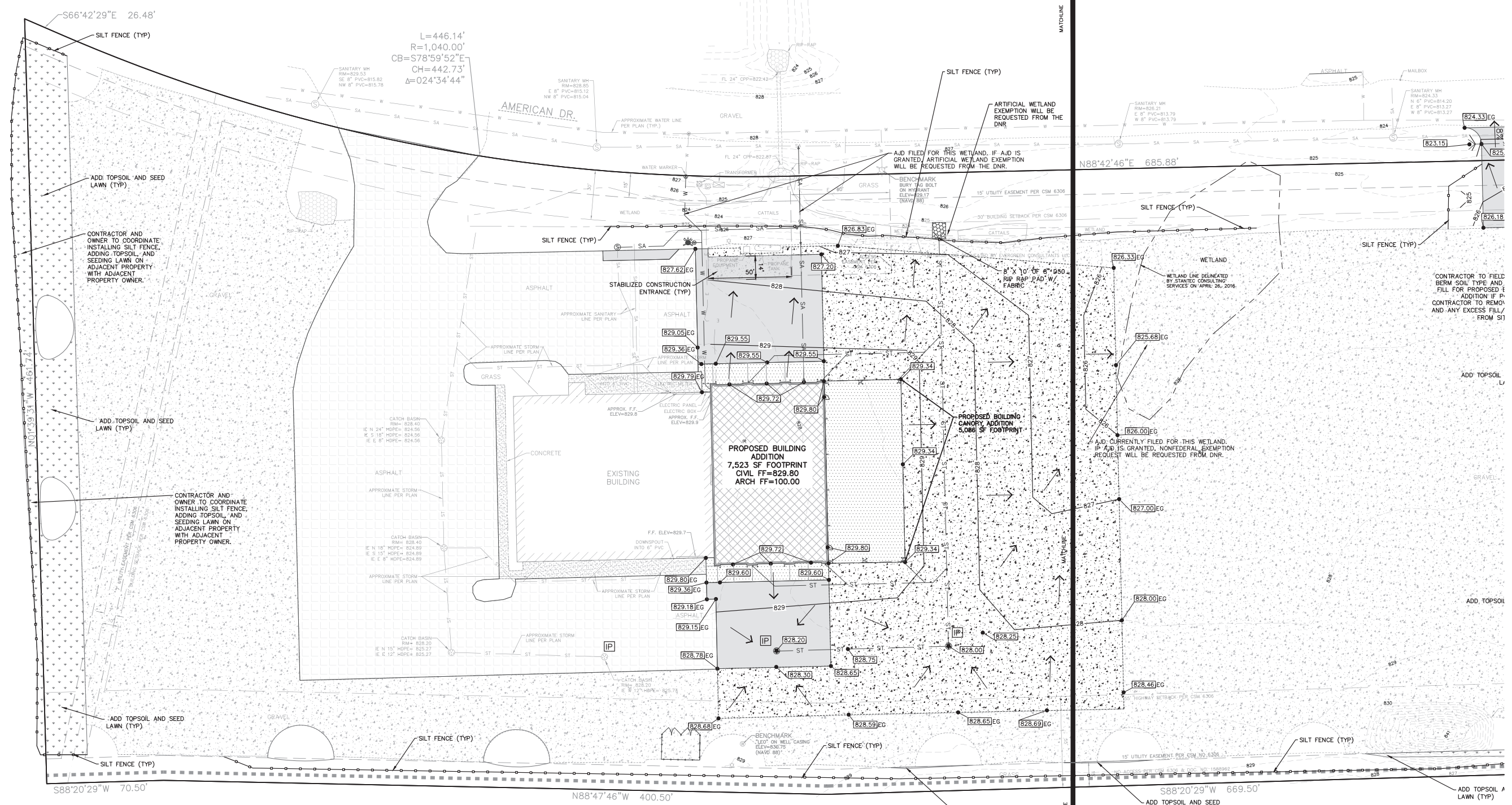
**CONCRETE WASHOUT NOTE:**  
CONTRACTOR SHALL PROVIDE CONCRETE WASHOUT AS REQUIRED PER CODE. FINAL LOCATION TBD BY CONTRACTOR.

**INLET PROTECTION NOTE:**  
CONTRACTOR SHALL PROVIDE TEMPORARY INLET PROTECTION FOR ALL CURB INLETS & CATCH BASINS ONSITE & OFFSITE IMMEDIATELY DOWNSTREAM OF THE PROJECT SITE PER LOCAL CODE.

**STABILIZED CONSTRUCTION ENTRANCE NOTE:**  
CONTRACTOR SHALL PROVIDE STABILIZED CONSTRUCTION ENTRANCE AT CONSTRUCTION ENTRANCE FOR PROPOSED IMPROVEMENTS AS REQUIRED PER CODE.

**SPECIFICATION NOTE:**  
SEE SHEET C0.1 FOR PLAN SPECIFICATIONS AND REQUIREMENTS

- NOTES:**
- HANDICAP STALL AND ACCESS AISLES SHALL NOT EXCEED A SLOPE OF 1.50% IN ANY DIRECTION. HANDICAP STALL & ACCESS AISLES SHALL CONFORM TO ADA REQUIREMENTS (CURRENT EDITION)
  - ALL SIDEWALKS SHALL NOT EXCEED A MAXIMUM CROSS SLOPE OF 1.50% AND RUNNING SLOPE OF 4.50% UNLESS OTHERWISE SPECIFIED.



CIVIL GRADING AND EROSION CONTROL PLAN WEST



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 Fond du Lac, WI 54935  
 920-926-9800  
 excelengineer.com

**PROJECT INFORMATION**

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**JOB NUMBER**

230322300

**SHEET NUMBER**

**C1.2E** 43

**NOT FOR CONSTRUCTION**

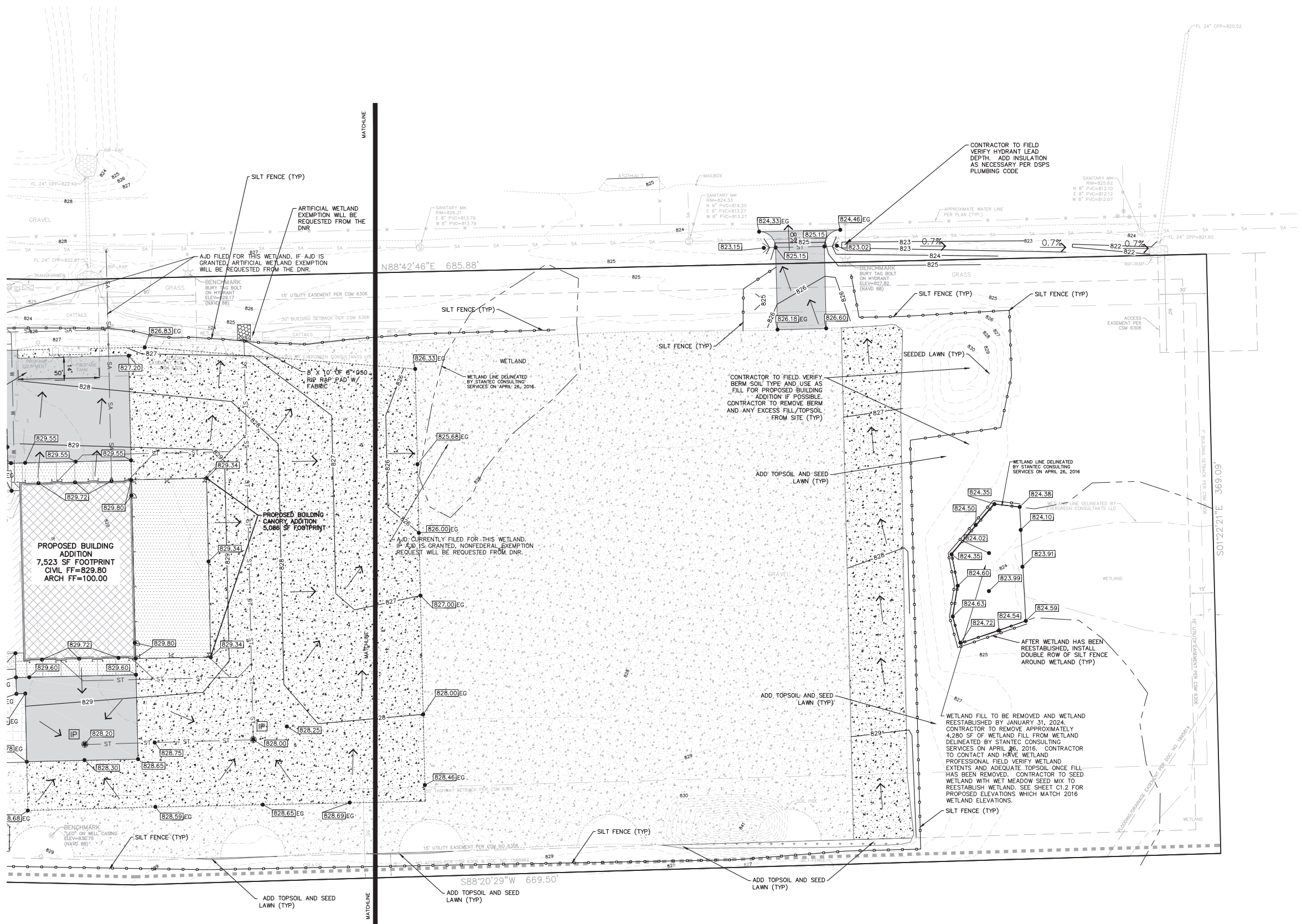
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**INLET PROTECTION NOTE:**  
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- NOTES:**
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CIVIL GRADING AND EROSION CONTROL PLAN EAST

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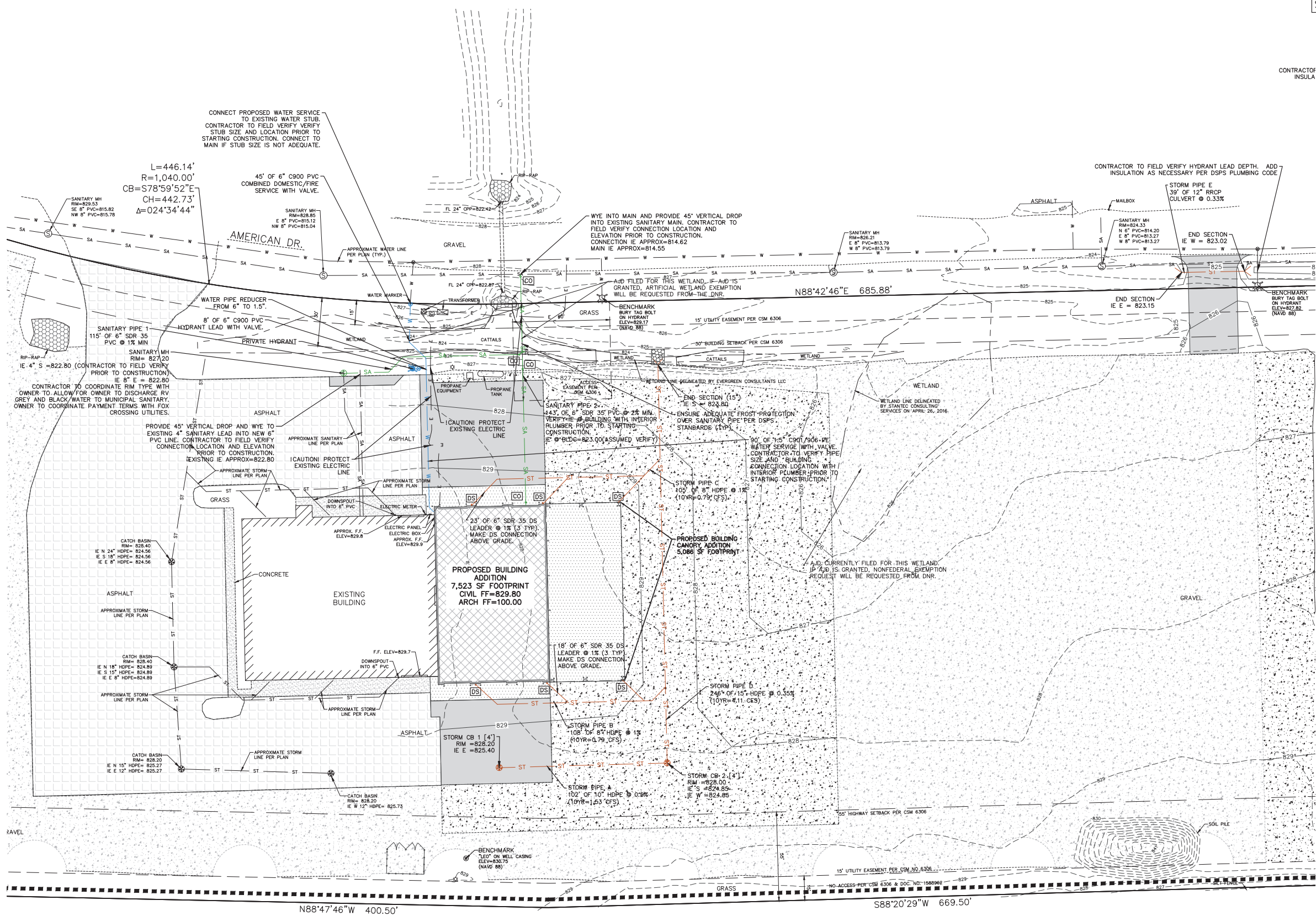
**C1.3** 44

**SPECIFICATION NOTE:**  
 SEE SHEET C0.1 FOR PLAN SPECIFICATIONS AND REQUIREMENTS

**DOWNSPOUT NOTE:**  
 [DS] = DENOTES DOWNSPOUT TO STORM PIPE CONNECTION LOCATIONS. SEE ARCH PLANS FOR FINAL LOCATIONS.

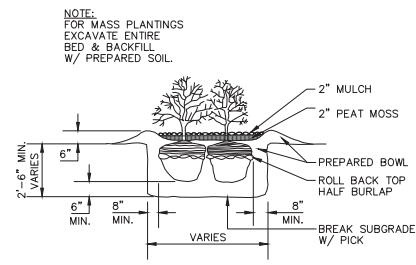
**CLEANOUT NOTE:**  
 [CO] = DENOTES LOCATIONS WHERE CONTRACTOR SHALL INSTALL CLEANOUTS, SEE C0.1 FOR SPECIFICATION.

CONTRACTOR INSULA



**SPECIFICATION NOTE:**  
 SEE SHEET C0.1 FOR PLAN  
 SPECIFICATIONS AND REQUIREMENTS

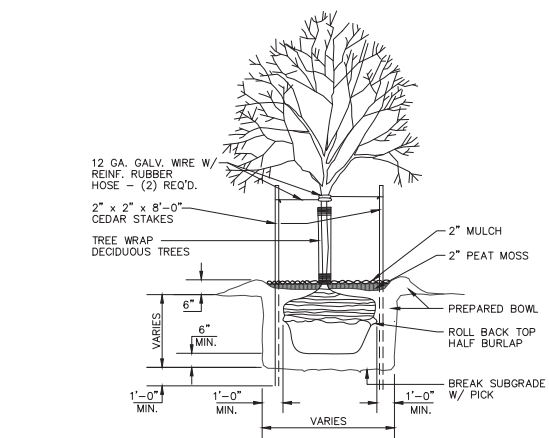
EROSION MATTING LOCATION



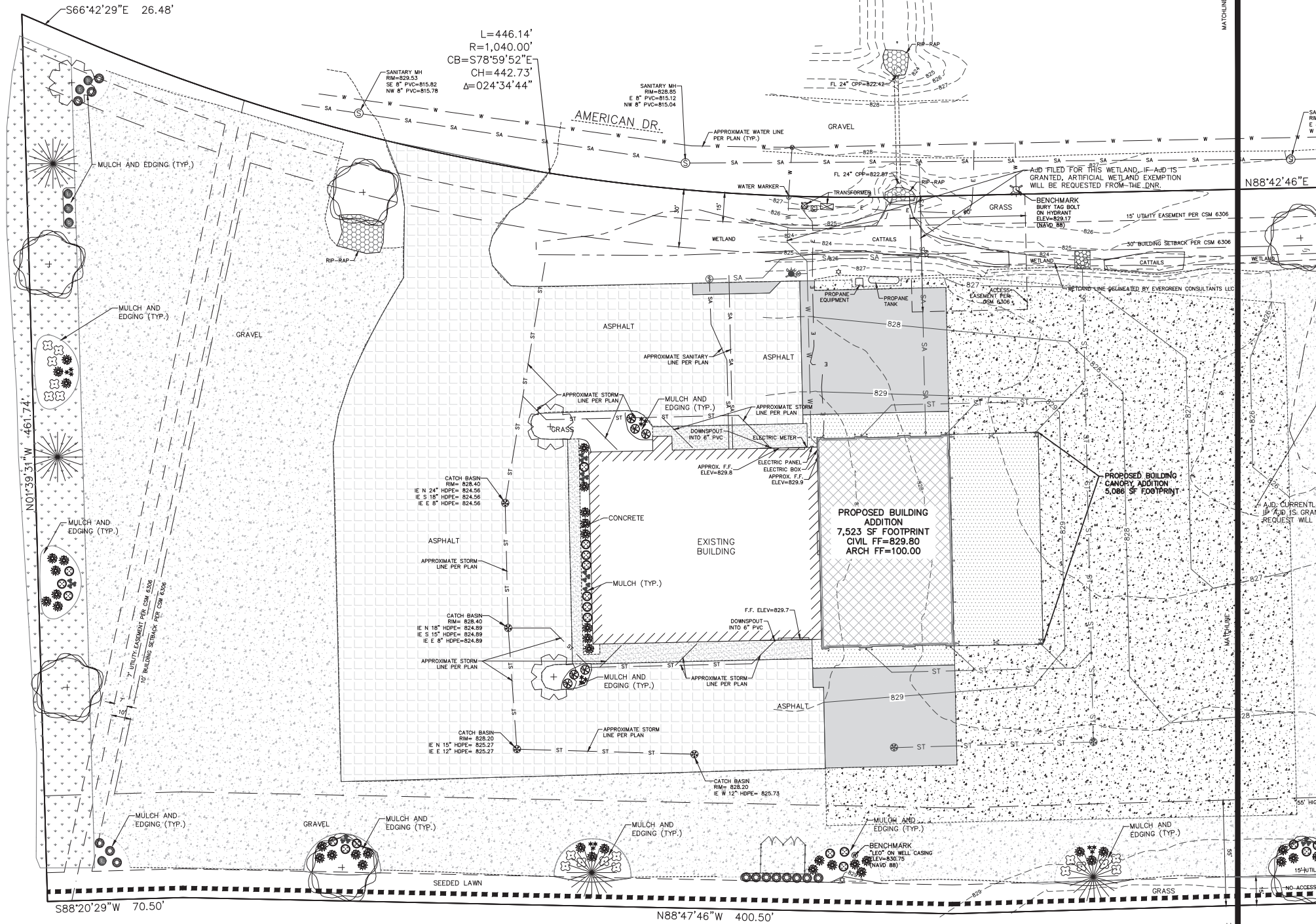
**SHRUB PLANTING DETAIL**  
 NO SCALE

LANDSCAPING NOTES				
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
<b>DECIDUOUS TREES</b>				
⊙	Sugar Maple (TALL)	Acer saccharum	3"	10
⊙	Amur Maple (LOW)	Acer ginnala	2"	6
<b>EVERGREEN TREES</b>				
⊙	Austrian Pine	Pinus nigra	6"	7
<b>EVERGREEN SHRUBS</b>				
⊙	Dwarf Norway Spruce	Picea abies 'Pumila'	2"	50
⊙	Pfitzer Juniper (TALL)	Juniperus chinensis 'Pfitzeriana'	2"	14
<b>DECIDUOUS SHRUBS</b>				
⊙	Barberry Golden (LOW)	Berberis thunbergii aurea	24"	6
⊙	Weigela Carnival (MEDIUM)	Weigela Florida 'cortalor'	24"	22
⊙	Rhododendron (LOW)	Rhododendron haaga	15"-18"	24
⊙	Arrowwood Viburnum (TALL)	Viburnum dentatum	30"-36"	24
<b>PERENNIALS</b>				
⊙	Blue Autumn Aster	Aster 'blue autumn'	1 gal pot	18
⊙	Black-eyed Susan - Goldsturm	Rudbeckia fulgida	1 gal pot	23

LANDSCAPING CALCULATIONS (FOR SITE IMPROVEMENTS AFTER 2017)		
ZONE	REQ. PLANTS	PLANTS PROVIDED
PARKING LOT PERIMETER LANDSCAPING	1 TREE PER 50' OF PARKING LOT PERIMETER	1 TREE PER 50' IN AREAS OF EXPANDED GRAVEL, EXCLUDING WETLAND AND UTILITY EASEMENT LOCATIONS
GROUNDS LANDSCAPING	20 TREE POINTS PER 4,500 SF OF IMPERVIOUS = (63,301/4500)*20 = 282 POINTS REQ LOW DECIDUOUS NO MORE THAN 50% EVERGREEN MIN 15% 3 SHRUB POINTS PER 1,000 SF OF IMPERVIOUS = (63,301/1000)*3 = 190 POINTS REQ	6 TALL TREES * 30 = 180 POINTS 4 LOW DECIDUOUS * 10 = 40 POINTS 3 EVERGREEN * 30 = 90 POINTS 310 TREE POINTS PROVIDED 36 TALL SHRUBS * 5 = 180 POINTS 190 SHRUB POINTS PROVIDED
BUILDING LANDSCAPING	75% OF BUILDING SIDES LANDSCAPED MINIMUM 6' WIDE	DUE TO CURRENT AND PROPOSED BUILDING USE THIS IS INFEASIBLE BUT MORE THAN REQUIRED GROUNDS LANDSCAPING POINTS PROVIDED AND LANDSCAPING PROVIDED ON WEST SIDE OF EXISTING BUILDING TO COMPENSATE.



**TREE PLANTING DETAIL**  
 NO SCALE



PROPOSED BUILDING ADDITION TO:  
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PROFESSIONAL SEAL

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 APR. 2, 2024

**NOT FOR CONSTRUCTION**

**JOB NUMBER**  
 230322300












**SHEET NUMBER**

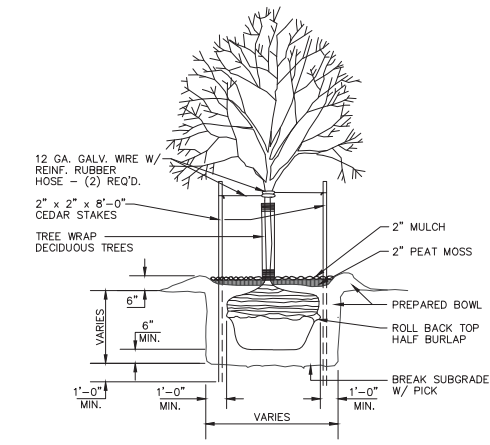
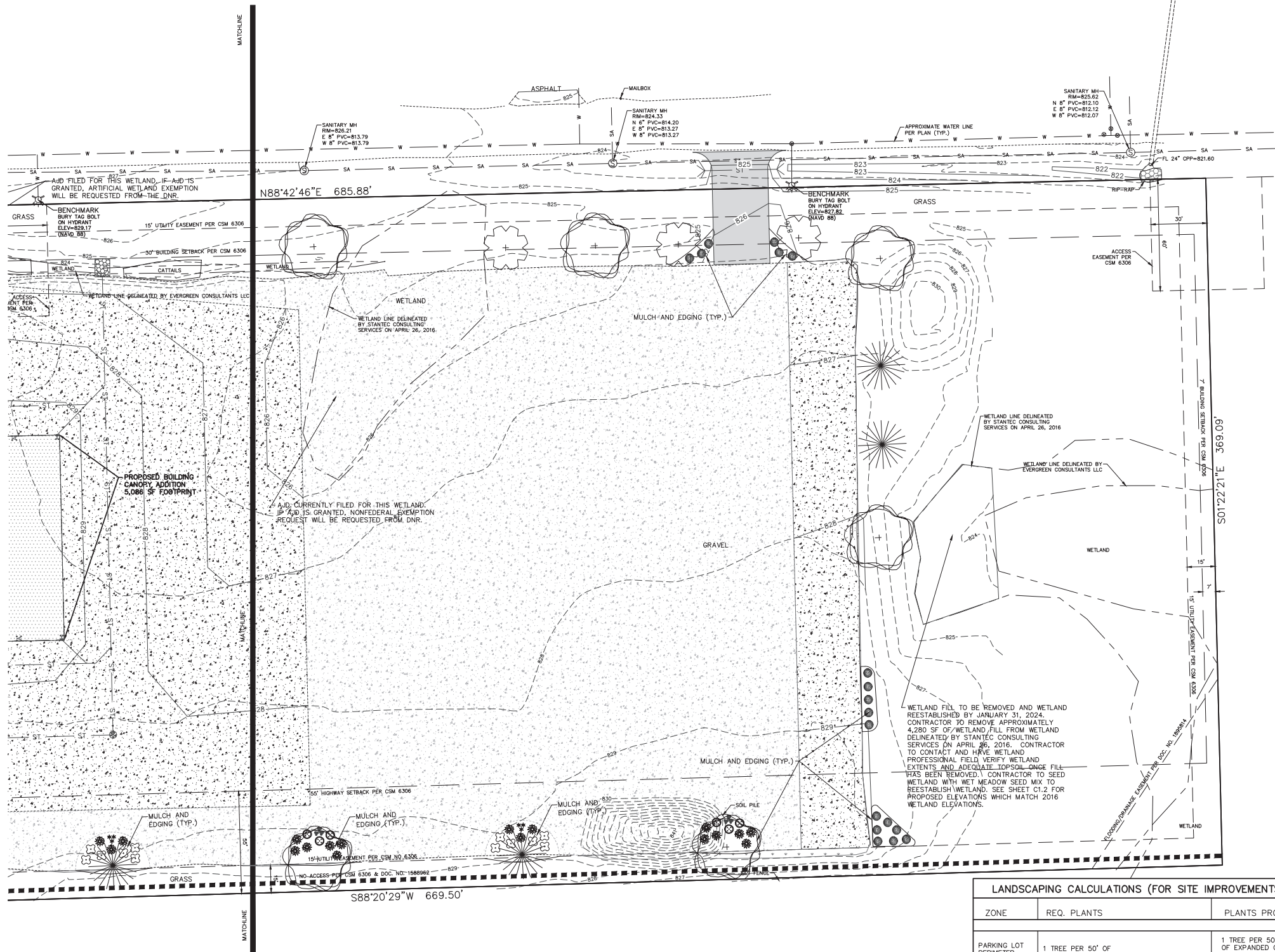
**C1.4A** 45

SPECIFICATION NOTE:  
SEE SHEET C0.1 FOR PLAN  
SPECIFICATIONS AND REQUIREMENTS

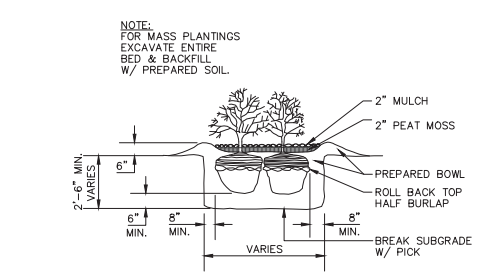
 EROSION MATTING LOCATION

### LANDSCAPING NOTES

SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
DECIDUOUS TREES				
	Sugar Maple (TALL)	Acer saccharum	3"	10
	Amur Maple (LOW)	Acer glabrum	2"	6
EVERGREEN TREES				
	Austrian Pine	Pinus nigra	6"	7
EVERGREEN SHRUBS				
	Dwarf Norway Spruce	Picea abies 'Pumila'	2"	50
	Pfitzer Juniper (TALL)	Juniperus chinensis 'Pfitzeriana'	2"	14
DECIDUOUS SHRUBS				
	Barberry Golden (LOW)	Berberis thunbergii aurea	24"	6
	Weigela Carnival (MEDIUM)	Weigela florida 'courtator'	24"	22
	Rhododendron (LOW)	Rhododendron haaga	15"-18"	24
	Arrowwood Viburnum (TALL)	Viburnum dentatum	30"-36"	24
PERENNIALS				
	Blue Autumn Aster	Aster 'blue autumn'	1 gal pot	18
	Black-eyed Susan - Goldsturm	Rudbeckia fulgida	1 gal pot	23



TREE PLANTING DETAIL  
NO SCALE



SHRUB PLANTING DETAIL  
NO SCALE

LANDSCAPING CALCULATIONS (FOR SITE IMPROVEMENTS AFTER 2017)		
ZONE	REQ. PLANTS	PLANTS PROVIDED
PARKING LOT PERIMETER LANDSCAPING	1 TREE PER 50' OF PARKING LOT PERIMETER	1 TREE PER 50' IN AREAS OF EXPANDED GRAVEL, EXCLUDING WETLAND AND UTILITY EASEMENT LOCATIONS
GROUNDS LANDSCAPING	20 TREE POINTS PER 4,500 SF OF IMPERVIOUS = (63,301/4500)*20=282 POINTS REQ LOW DECIDUOUS NO MORE THAN 50% EVERGREEN MIN 15% 3 SHRUB POINTS PER 1,000 SF OF IMPERVIOUS=(63,301/1000)*3=190 POINTS REQ	6 TALL TREES * 30 = 180 POINTS 4 LOW DECIDUOUS * 10 = 40 POINTS 3 EVERGREEN * 30 = 90 POINTS 310 TREE POINTS PROVIDED 38 TALL SHRUBS * 5 = 190 POINTS 190 SHRUB POINTS PROVIDED
BUILDING LANDSCAPING	75% OF BUILDING SIDES LANDSCAPED MINIMUM 6' WIDE	DUE TO CURRENT AND PROPOSED BUILDING USE THIS IS INFEASIBLE BUT MORE THAN REQUIRED GROUNDS LANDSCAPING POINTS PROVIDED AND LANDSCAPING PROVIDED ON WEST SIDE OF EXISTING BUILDING TO COMPENSATE.



Item B.

Always a Better Plan

100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
excelengineer.com

PROJECT INFORMATION

PROPOSED BUILDING ADDITION TO:  
**KUNES FOX VALLEY RV**  
26915 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

PROFESSIONAL SEAL

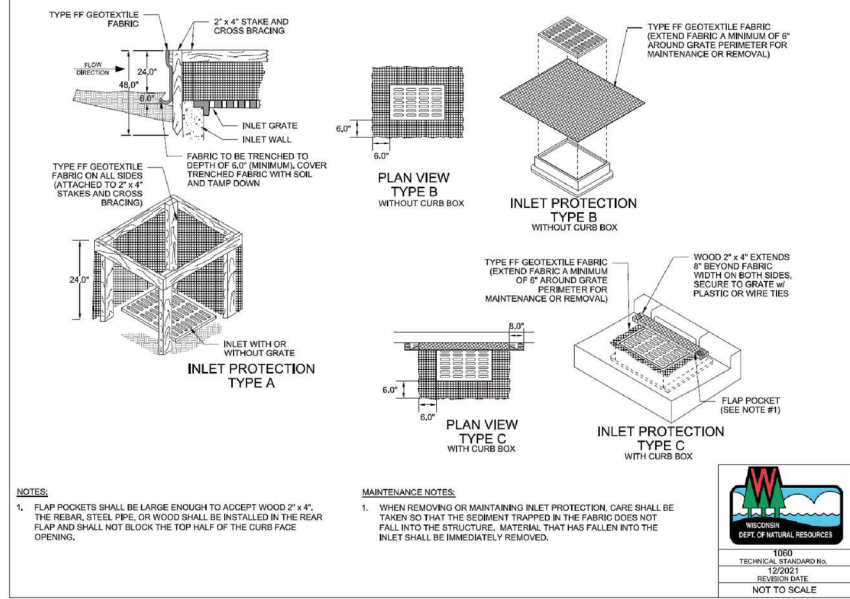
PRELIMINARY DATES
MAR. 6, 2024
MAR. 7, 2024
MAR. 28, 2024
APR. 2, 2024

JOB NUMBER  
**230322300**

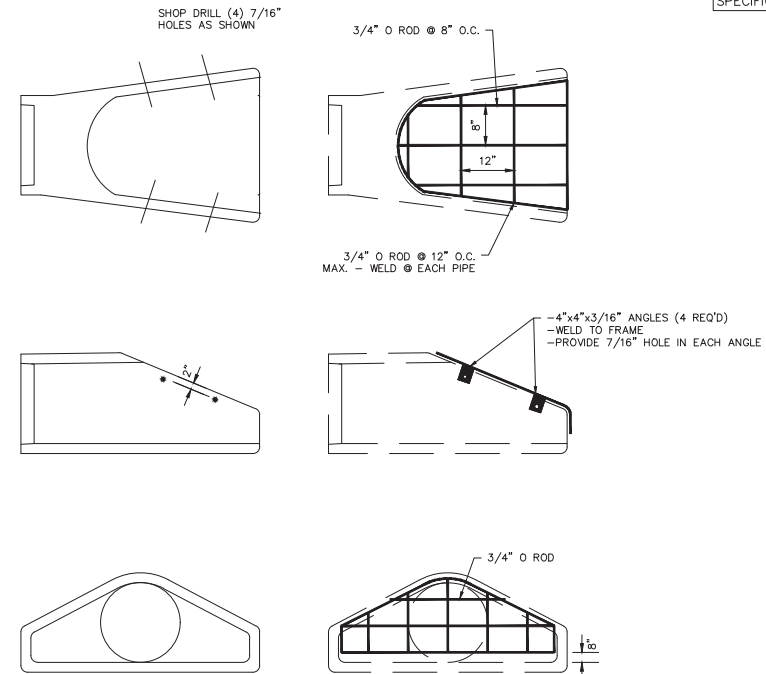
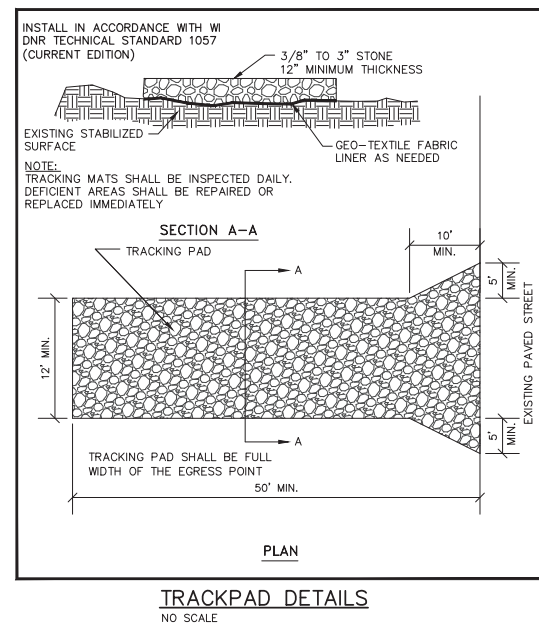
SHEET NUMBER  
**C1.4B**

NOT FOR CONSTRUCTION

FIGURE 1. INLET PROTECTION TYPES A, B AND C

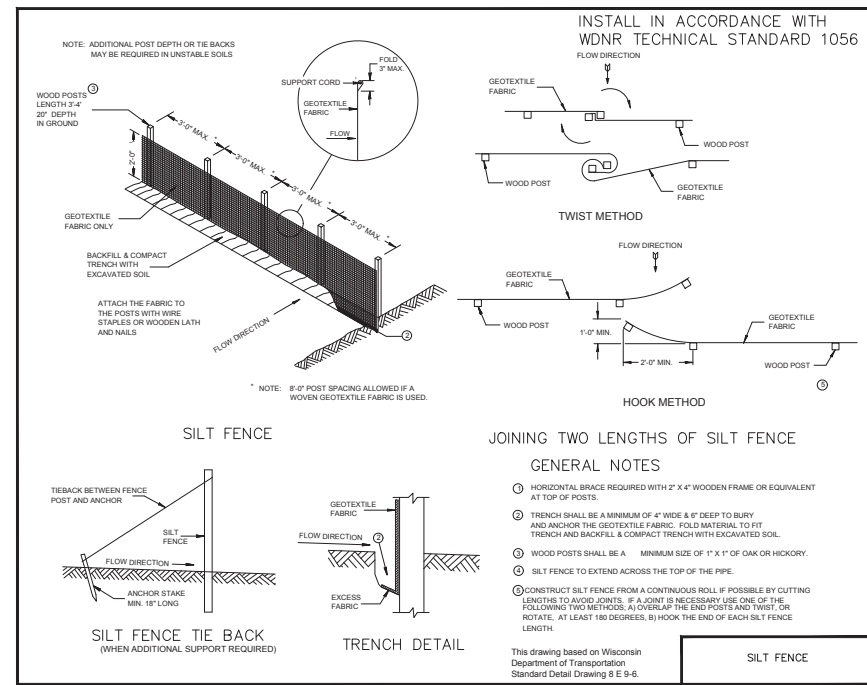


INLET PROTECTION DETAIL  
NO SCALE

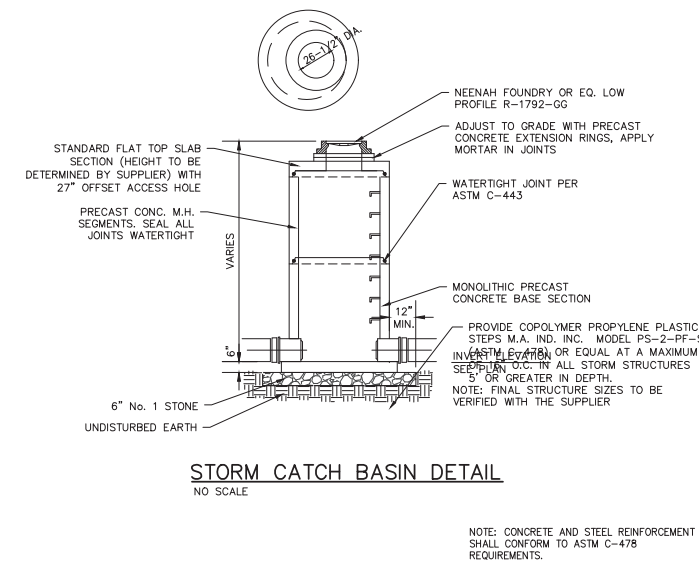


- THE CONTRACTOR SHALL BOLT THE GRATE TO THE CONCRETE END WALL WITH FOUR 3/8" x 6" MACHINE BOLTS WITH NUTS ON INSIDE WALL.
  - APPLICABLE FOR PIPE SIZES 18" AND GREATER.
- PAINTING SPECIFICATIONS**  
THE PIPE GRATE SHALL RECEIVE THE FOLLOWING PREPARATION & PAINTING, SEE NOTES:  
FIRST COAT- RUST-OLEUM X-60 RED BARE METAL PRIMER OR EQUAL  
SECOND COAT- RUST-OLEUM 960 ZINC CHROMATE PRIMER OR EQUAL  
THIRD COAT- RUST-OLEUM 1282 HIGH GLOSS & METALLIC FINISH OR EQUAL
- NOTES:**  
• BARE SURFACES - AFTER THROUGH SCRAPING, WIRE BRUSHING & CLEANING, APPLY THE THREE COAT SYSTEM LISTED.  
• EACH COAT AN OVERALL COAT  
• ALLOW 24-48 HOURS DRYING TIME BETWEEN COATS.

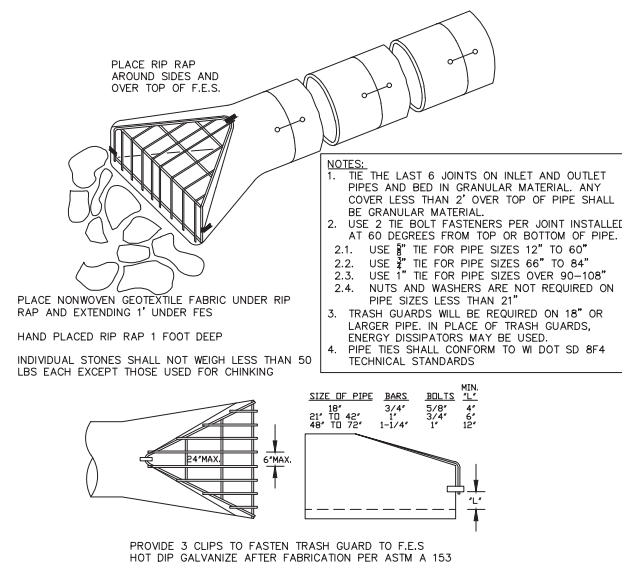
GRATE INSTALLATION DETAIL  
NO SCALE



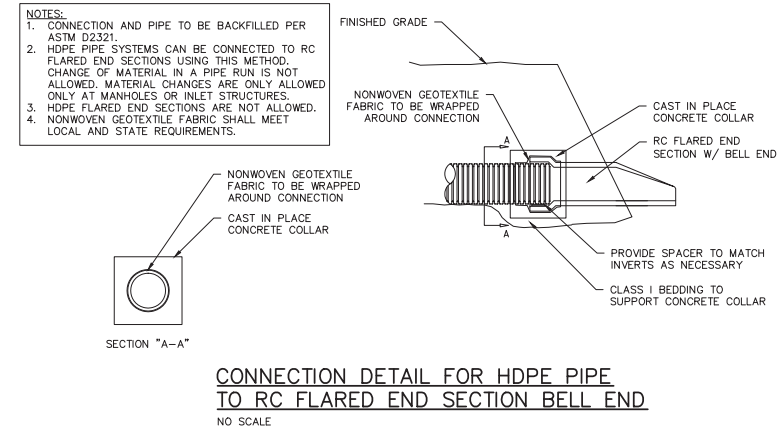
SILT FENCE - INSTALLATION DETAIL  
NO SCALE



STORM CATCH BASIN DETAIL  
NO SCALE



CONCRETE END SECTION DETAIL  
NO SCALE



CONNECTION DETAIL FOR HDPE PIPE TO RC FLARED END SECTION BELL END  
NO SCALE

CONSTRUCTION SEQUENCE	
PHASE	TYPE OF ACTION
1. PRE-CONSTRUCTION ACTION	<ol style="list-style-type: none"> <li>CONTRACTOR TO CALL DIGGERS HOTLINE AT A MINIMUM OF 3 DAYS PRIOR TO CONSTRUCTION.</li> <li>CONTRACTOR TO MAKE SURE THE REGIONAL STORMWATER POND IS IN PLACE BEFORE CONSTRUCTION CAN BEGIN.</li> <li>PLACE ALL SILT FENCE.</li> <li>CONSTRUCT TRACKING STONE ENTRANCES AND ANY TEMPORARY CONSTRUCTION ROADWAYS AS NEEDED.</li> <li>CONSTRUCT PERMANENT STORMWATER CONVEYANCE SYSTEMS.</li> <li>CONSTRUCT TEMPORARY SEDIMENT TRAPS, SEDIMENT BASINS, AND ANY TEMPORARY STORMWATER CONVEYANCE SYSTEMS AS NEEDED.</li> <li>STABILIZE ALL TEMPORARY AND PERMANENT EROSION CONTROL AND STORMWATER CONVEYANCE SYSTEMS BEFORE TOPSOIL CAN BE STRIPPED.</li> </ol>
2. CONSTRUCTION ACTION	<ol style="list-style-type: none"> <li>SITE DEMOLITION AS REQUIRED.</li> <li>STRIP AND RELOCATE TOPSOIL TO THE DESIGNATED TOPSOIL STOCKPILE. FINAL LOCATION BY CONTRACTOR (VERIFY W/ OWNER). PROVIDE PERIMETER SILT FENCE UNTIL STABILIZED.</li> <li>BEGIN MASS EARTH WORK FOR THE BUILDING PAD AND PAVEMENT AREAS.</li> <li>CONSTRUCT ANY REMAINING STORMWATER CONVEYANCE SYSTEMS, AND INSTALL ALL OTHER UTILITIES ON SITE.</li> <li>DIG AND POUR ALL BUILDING FOOTINGS.</li> <li>PLACE GRAVEL FOR ALL PROPOSED PAVEMENT AREAS.</li> <li>TOPSOIL, SEED, AND MULCH ALL DISTURBED AREAS OUTSIDE THE BUILDING AND PROPOSED PAVEMENT AREAS.</li> <li>CONSTRUCT BUILDING.</li> <li>PAVE DRIVEWAYS AND PARKING AREAS.</li> <li>TOPSOIL, SEED, AND MULCH ALL OTHER DISTURBED AREAS. PLACE EROSION MATTING AND RIP RAP.</li> <li>ONCE SITE IS STABILIZED, CONSTRUCT INFILTRATION BASIN.</li> </ol>
3. POST CONSTRUCTION ACTION	<ol style="list-style-type: none"> <li>CONTRACTOR TO REMOVE TEMPORARY EROSION CONTROL MEASURES UPON SITE STABILIZATION.</li> <li>SEE THE POST CONSTRUCTION MAINTENANCE PLAN FOR PERMANENT STORMWATER MANAGEMENT SYSTEMS.</li> </ol>

\*\*CONTRACTOR TO FOLLOW THE EROSION CONTROL SPECIFICATIONS FOR CONSTRUCTION EROSION CONTROL INSPECTION AND MAINTENANCE.\*\*

**EXCEL** *Item B.*

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100 Camelot Drive  
Fond du Lac, WI 54935  
920-926-9800  
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**PROJECT INFORMATION**

PROPOSED BUILDING ADDITION TO:  
**KUNES FOX VALLEY RV**  
26915 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

**PROFESSIONAL SEAL**

**PRELIMINARY DATES**

NOV. 6, 2023  
NOV. 10, 2023  
NOV. 16, 2023  
DEC. 7, 2023  
JAN. 5, 2024  
JAN. 12, 2024  
JAN. 19, 2024  
MAR. 6, 2024  
MAR. 7, 2024  
MAR. 28, 2024  
APR. 2, 2024

**NOT FOR CONSTRUCTION**

**JOB NUMBER**  
230322300

**SHEET NUMBER**  
**C2.0** 47

PROJECT INFORMATION

PROPOSED BUILDING ADDITION TO:  
**KUNES FOX VALLEY RV**  
26915 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

PROFESSIONAL SEAL

PRELIMINARY DATES

NOV. 6, 2023  
MAR. 6, 2024  
MAR. 28, 2024

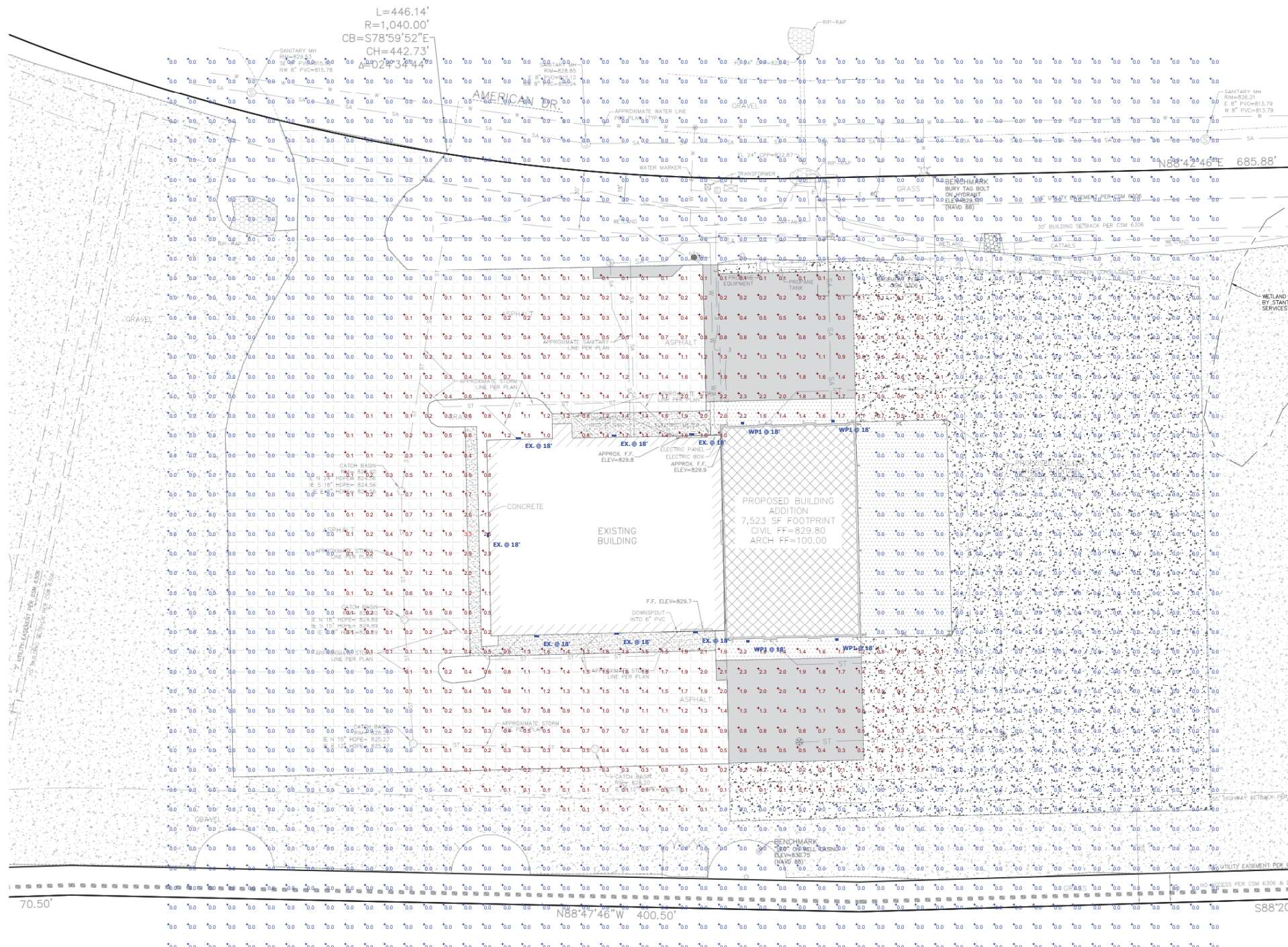
JOB NUMBER

230322300

SHEET NUMBER

**C3.1**

E 26.48'



**WDG2 LED**  
Architectural Wall Sconce  
Precision Refractive Optic

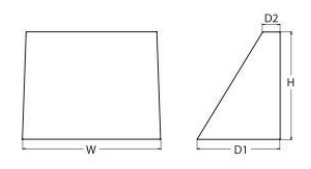


Catalog Number \_\_\_\_\_  
Notes \_\_\_\_\_  
Type \_\_\_\_\_

**Introduction**  
The WDG2 LED family is designed to meet specifier's every wall-mounted lighting need in a widely accepted shape that blends with any architecture. The clean rectangular design comes in four sizes with lumen packages ranging from 1,200 to 25,000 lumens, providing a true site-wide solution. Embedded with nLight® AIR wireless controls, the WDG2 family provides additional energy savings and code compliance.  
WDG2 with industry leading precision refractive optics provides great uniform distribution and optical control. When combined with multiple integrated emergency battery backup options, including an 18V cold temperature option, the WDG2 becomes the ideal wall-mounted lighting solution for pedestrian scale applications in any environment.

**Specifications**

Depth (D1): 7"  
Depth (D2): 1.5"  
Height: 9"  
Width: 11.5"  
Weight: 13.5 lbs (without options)



**WDG2 LED Family Overview**

Luminaire	Optics	Standard EM, 0°C	Cold EM, -20°C	Sensor	Approximate Lumens (4000K, 80CRI)						
					P0	P1	P2	P3	P4	P5	P6
WDG2 LED	Visual Comfort	4W	18W	Standalone / nLight	750	1,200	2,000	3,000	4,500	6,000	7,500
WDG2 LED	Visual Comfort	10W	18W	Standalone / nLight	700	1,200	2,000	3,200	4,200	5,200	6,200
WDG2 LED	Precision Refractive	10W	18W	Standalone / nLight	700	1,200	2,000	3,200	4,200	5,200	6,200
WDG2 LED	Precision Refractive	15W	18W	Standalone / nLight	750	1,200	2,000	3,200	4,200	5,200	6,200
WDG2 LED	Precision Refractive	15W	18W	Standalone / nLight	750	1,200	2,000	3,200	4,200	5,200	6,200

**Ordering Information**

EXAMPLE: WDG2 LED P3 40K 80CRI VF MVOLT SRM DDBXD

Series	Package	Color Temperature	CRI	Distribution	Voltage	Mounting	Shipped included	Shipped separately
WDG2 LED	P0*	27K	2700K	70CRI*	T1S	Type I Short	MVOLT	SRM
	P1*	30K	3000K	80CRI*	T2M	Type II Medium	347*	ICW
	P2*	40K	4000K	LW Limited Wavelength	T3M	Type III Medium	480*	ICW
	P3*	50K	5000K	LW Limited Wavelength	T4M	Type IV Medium	480*	ICW
	P4*	AMB*	Amber	TFTM	Forward Throw Medium			

Options	Standalone Sensors/Controls	Finish
E10WV	Emergency battery backup, Certified in CA Title 20 MAE2BIS (10W, 0°C min)	EDBXD
E20WV	Emergency battery backup, Certified in CA Title 20 MAE2BIS (18W, -20°C min)	DBLXD
PE1	Photoeye, Button Type	DNAXD
DMG2	0.5W dimming wires pulled outside fixture (for use with external control, ordered separately)	DS5XD
BCE	Button conduit entry for back box (P88W). Total of 4 entry points.	DBTDX
BAA	Buy American(s) Act Compliant	DBLXD
CCE	Castal Construction*	DNATXD
		DNWGD
		DS5XD

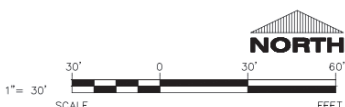
LITHONIA LIGHTING COMMERCIAL OUTDOOR One Lithonia Way • Conyers, Georgia 30012 • Phone: 1-800-705-SERV (7378) • www.lithonia.com WDG2 LED Rev. 02/28/24

**Schedule**

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor	Wattage
WP1	WP1	4	Lithonia Lighting	WDG2 LED P4 30K 70CRI TFTM	WDG2 LED WITH P4 - PERFORMANCE PACKAGE, 3000K, 70CRI, TYPE FORWARD THROW MEDIUM OPTIC	1	4402	1	46.6589

**Statistics**

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	0.2 fc	3.3 fc	0.0 fc	N/A	N/A



CIVIL SITE PHOTOMETRIC PLAN & DETAILS



**PROJECT INFORMATION**

PROPOSED BUILDING ADDITION TO:  
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 2615 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

PROFESSIONAL SEAL

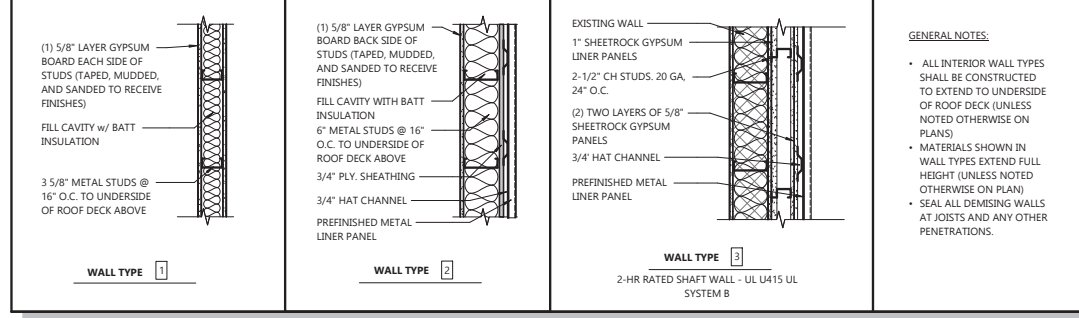
**PRELIMINARY DATES**  
 NOV. 6, 2023

**NOT FOR CONSTRUCTION**

**JOB NUMBER**  
 230322300

**SHEET NUMBER**  
**A1.1** 49

**INTERIOR WALL TYPE LEGEND**

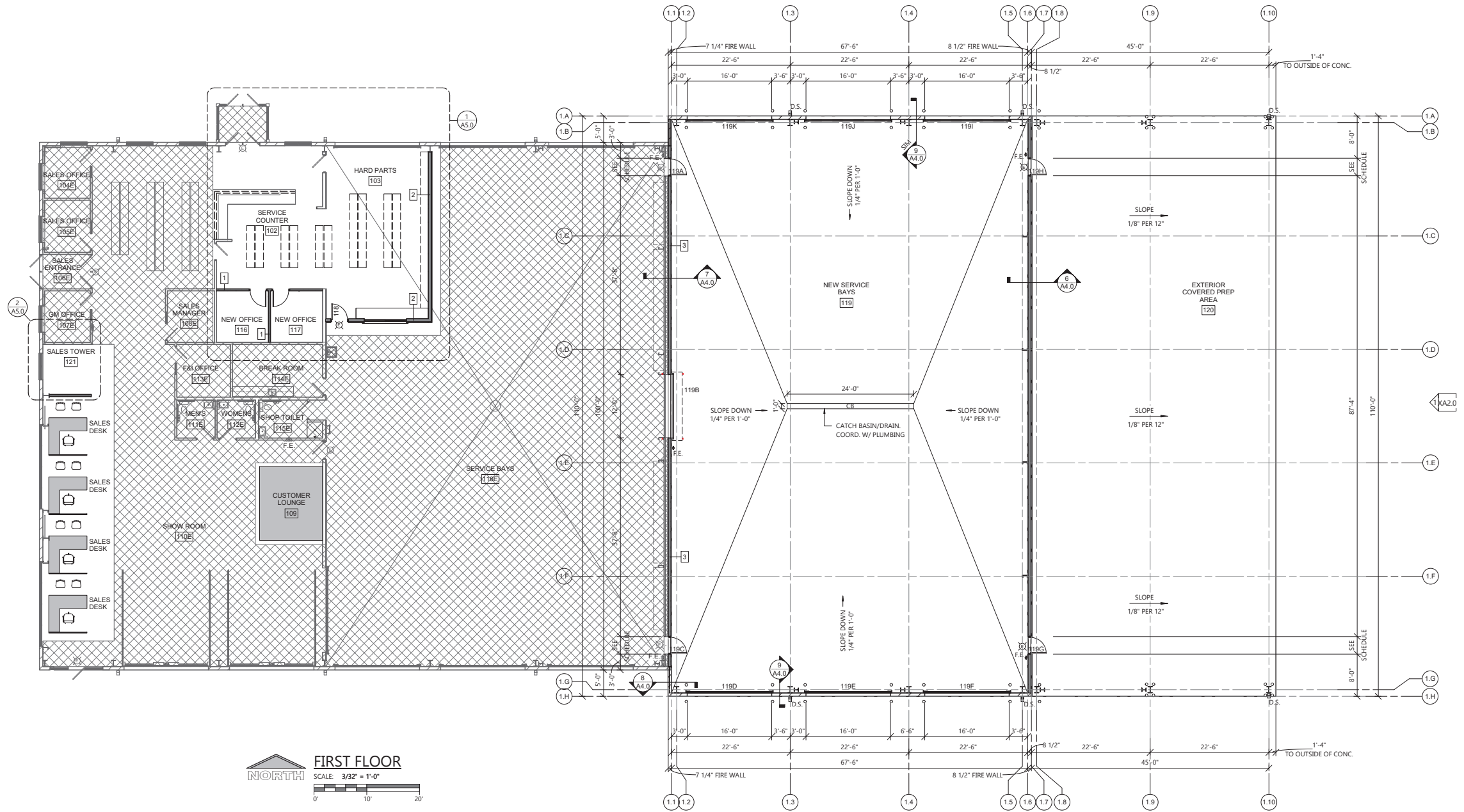
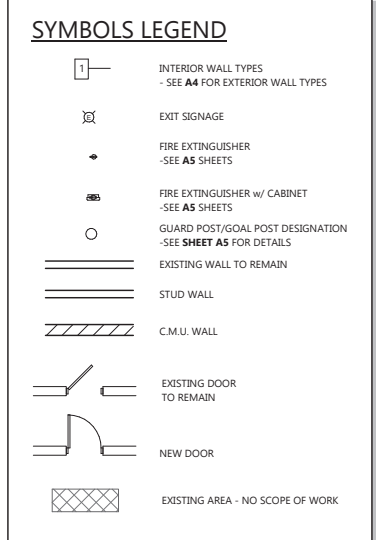


**GENERAL NOTES**

- ALL INTERIOR DIMS. ARE FROM FACE-OF-STUD TO FACE-OF-STUD.
- ALL INTERIOR WALLS TO BE 3 5/8" OR 6" METAL STUDS @ 16" O.C. (SEE FLOOR PLAN FOR SIZE) W/ 5/8" GYPSUM BOARD BOTH SIDES - EXTEND TO BOTTOM CHORD OF TRUSSES.
- PROVIDE 3 1/2" SOUND BATT INSULATION AROUND PERIMETER OF OFFICE WALLS.
- PROVIDE WOOD BLOCKING FOR ANY FURNISHINGS BY OWNER. (VERIFY LOCATIONS)
- SEE SHEET A4 FOR TYPICAL CONTROL JOINT DETAILS.
- SEE SHEET A5 FOR TYPICAL GUARD POST DETAILS.
- ALL CABINETS AND COUNTERTOPS TO HAVE PLASTIC LAMINATE FRONTS AND TOPS.

**SALES & SERVICE COUNTERS**

IN RETAIL STORES WHERE COUNTERS HAVE CASH REGISTERS AND ARE PROVIDED FOR SALES OR DISTRIBUTION OF GOODS OR SERVICES TO THE PUBLIC, AT LEAST ONE OF EACH TYPE SHALL HAVE A PORTION OF THE COUNTER WHICH IS AT LEAST 36" IN LENGTH WITH A MAXIMUM HEIGHT OF 36" ABOVE THE FINISH FLOOR. COUNTER SHALL BE ON AN ACCESSIBLE ROUTE COMPLYING WITH A.D.A. GUIDELINE 4.3.



**FIRST FLOOR**  
 SCALE: 3/32" = 1'-0"  
 NORTH

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 1/16/2023 9:00:00 AM

**PROJECT INFORMATION**

PROPOSED BUILDING ADDITION TO:  
**KUNES FOX VALLEY RV**  
 2615 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI

PROFESSIONAL SEAL

**PRELIMINARY DATES**  
 NOV. 6, 2023

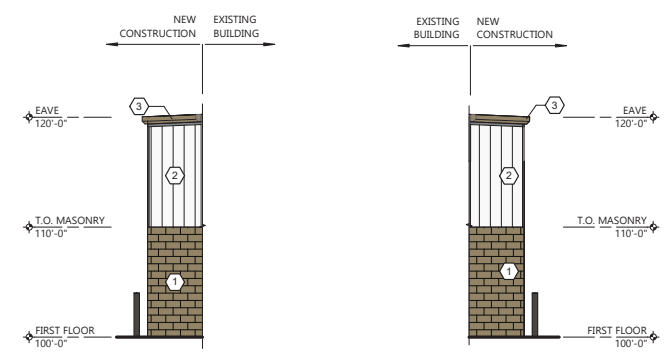
**JOB NUMBER**  
 230322300

**SHEET NUMBER**

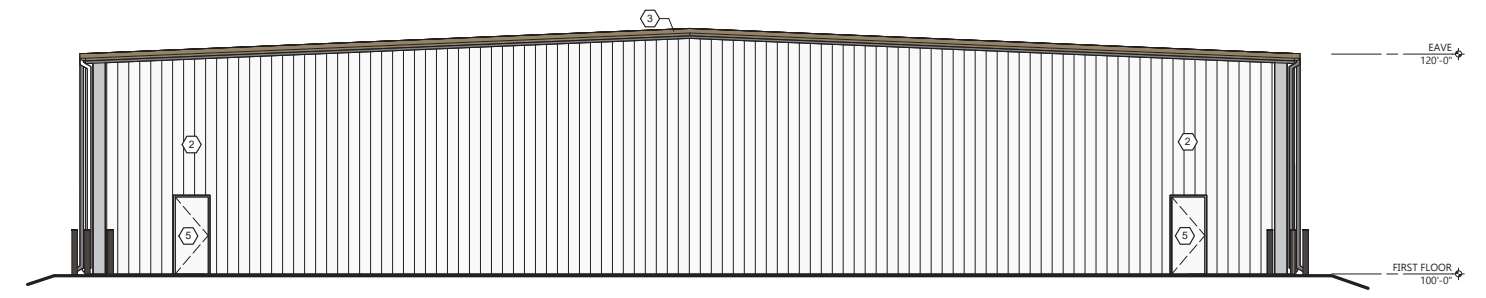
**XA2.0** 50

**EXTERIOR FINISH KEY**

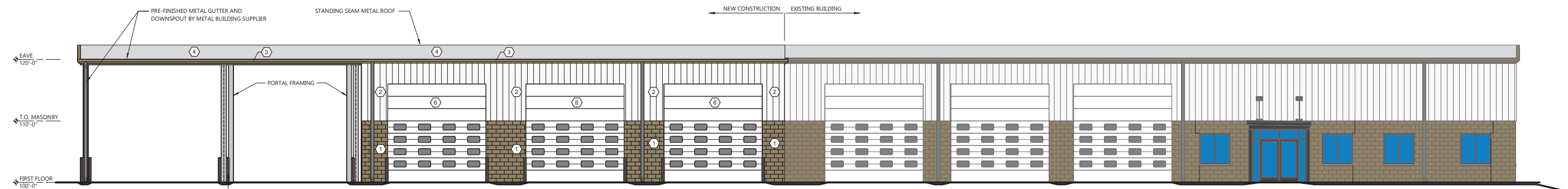
- 6 INSULATED METAL OVERHEAD DOOR  
COLOR TO MATCH EXISTING
  - 5 PAINTED HOLLOW METAL DOOR AND FRAME
  - 4 24 GA. PREFINISHED METAL ROOF PANELS
  - NOT USED
  - 3 PREFINISHED METAL RAKE TRIM  
COLOR: MATCH EXISTING
  - 2 26 GA. PREFINISHED ARCH. METAL WALL PANEL  
MFR: AMERICAN OR EQUIVALENT  
COLOR: MATCH EXISTING
  - 1 CMU BLOCK  
MFR: OLD CASTLE OR EQUAL  
COLOR: TO MATCH EXISTING  
MFR. COLORS
- \*ALL COLORS TO MATCH EXISTING\*



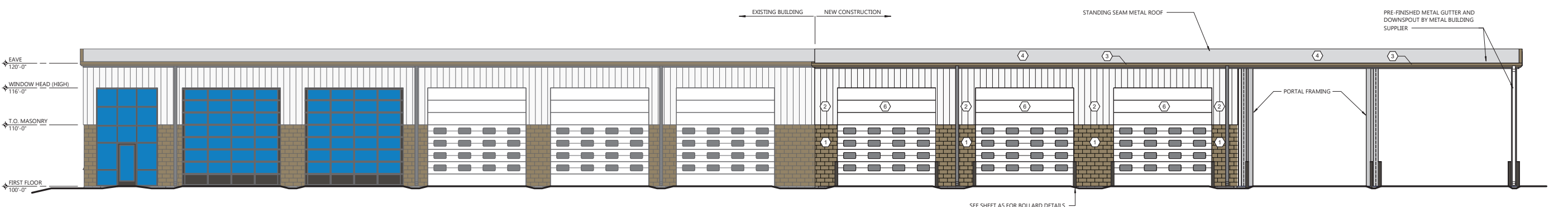
**WEST ELEVATION**  
 SCALE: 1/8" = 1'-0"



**EAST ELEVATION**  
 SCALE: 1/8" = 1'-0"



**NORTH ELEVATION**  
 SCALE: 1/8" = 1'-0"

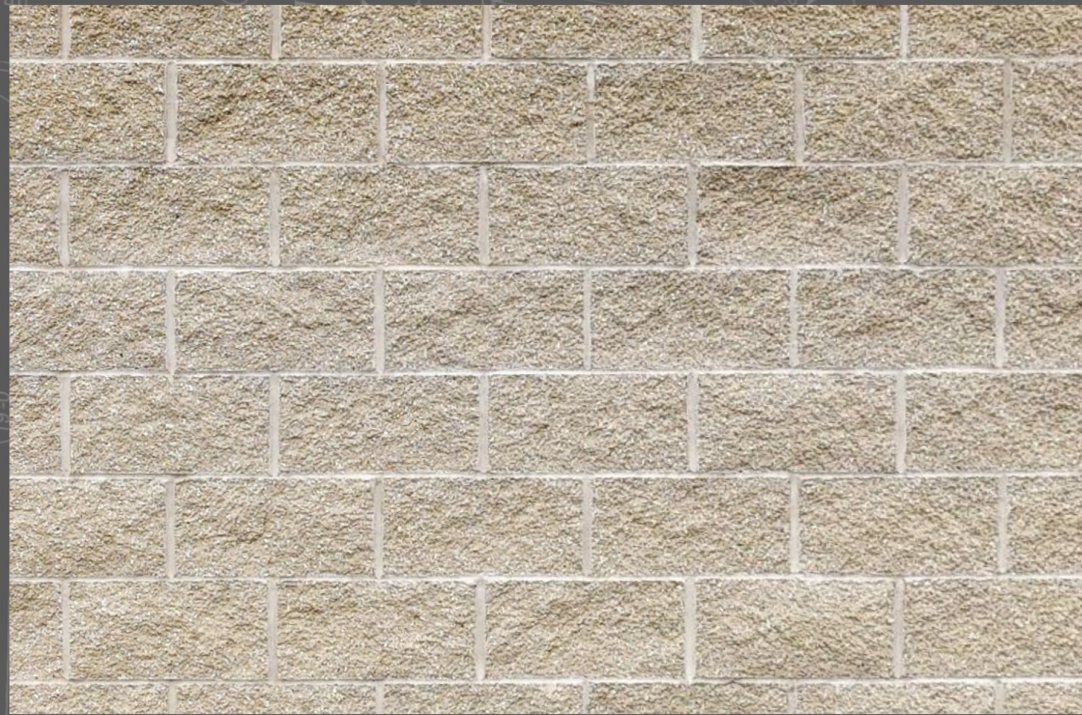


**SOUTH ELEVATION**  
 SCALE: 1/8" = 1'-0"

COLORED ELEVATIONS

**NOT FOR CONSTRUCTION**

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**CMU BLOCK**  
MFR: OLD CASTLE OR EQUAL  
COLOR: MATCH EXISTING



**PREFINISHED METAL RAKE TRIM**  
MFR: MATCH EXISTING  
COLOR: MATCH EXISTING



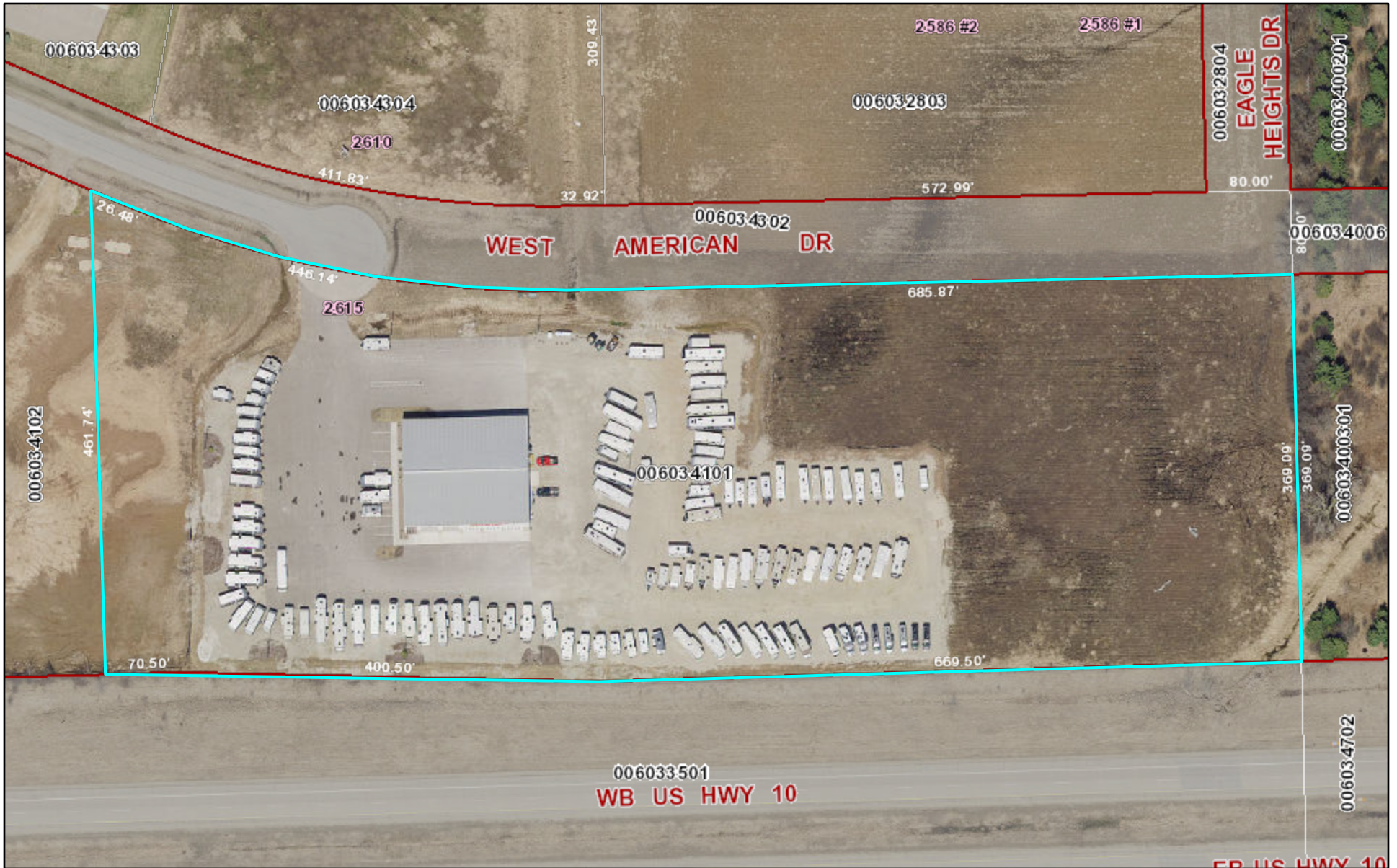
**METAL WALL PANEL**  
MFR: AMERICAN OR EQUAL  
COLOR: MATCH EXISTING



**OVERHEAD DOOR**  
MFR: MATCH EXISTING  
COLOR: MATCH EXISTING

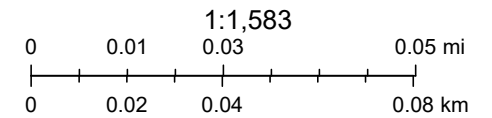
# Kunes RV CUP/SPR Apps - Aerial Map 1

Item B.



2/7/2024, 10:18:35 AM

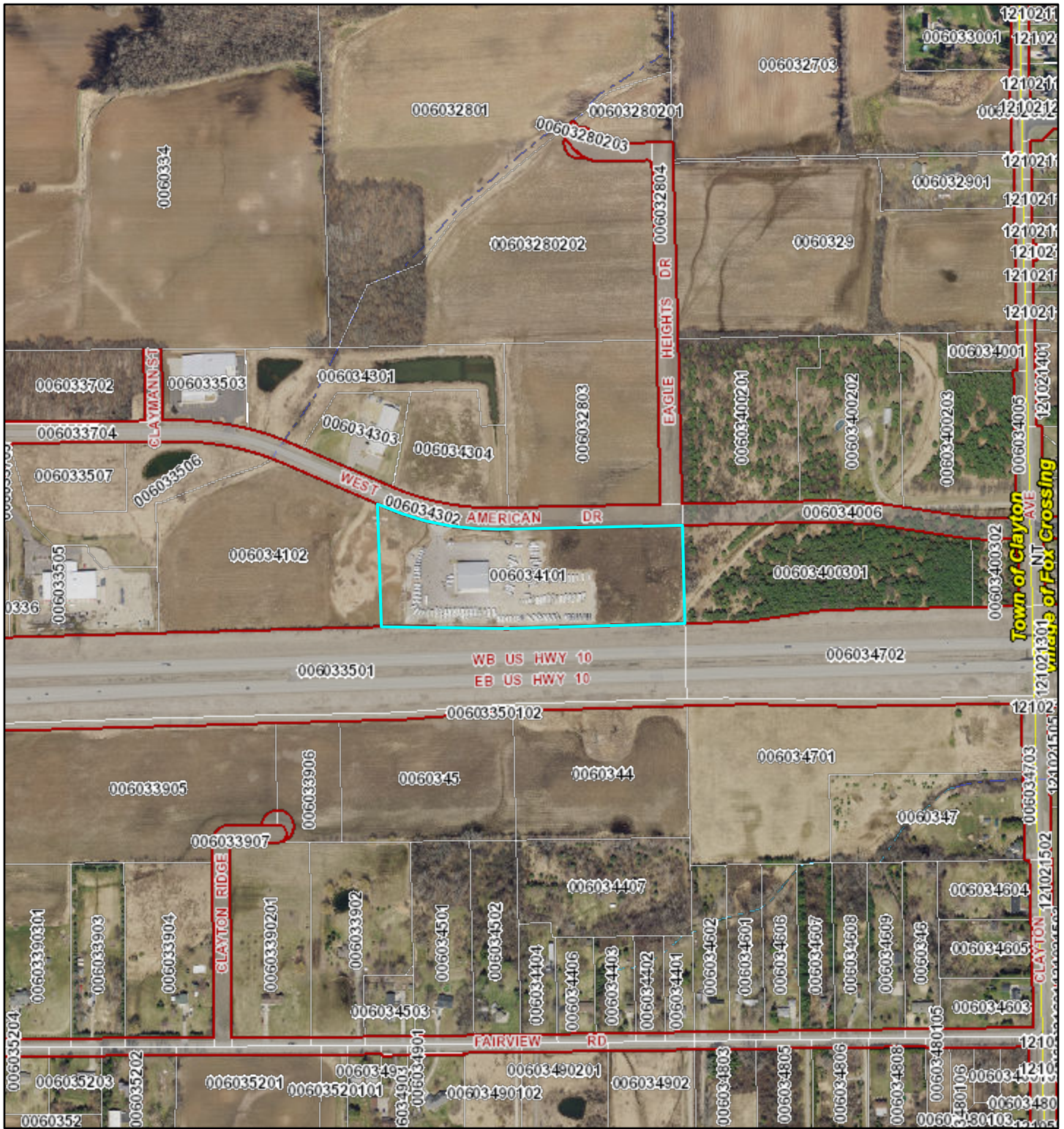
- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
- Navigable - Permanent (unchecked)
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)
- Navigable - Stream (checked)
- Tax Parcel Boundary



Winnebago County GIS, Imagery Date: April 2020

# Kunes RV CUP/SPR Apps - Aerial Map 2

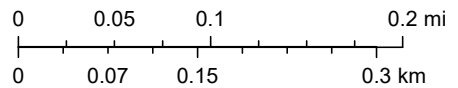
Item B.



2/7/2024, 10:20:53 AM

1:6,331

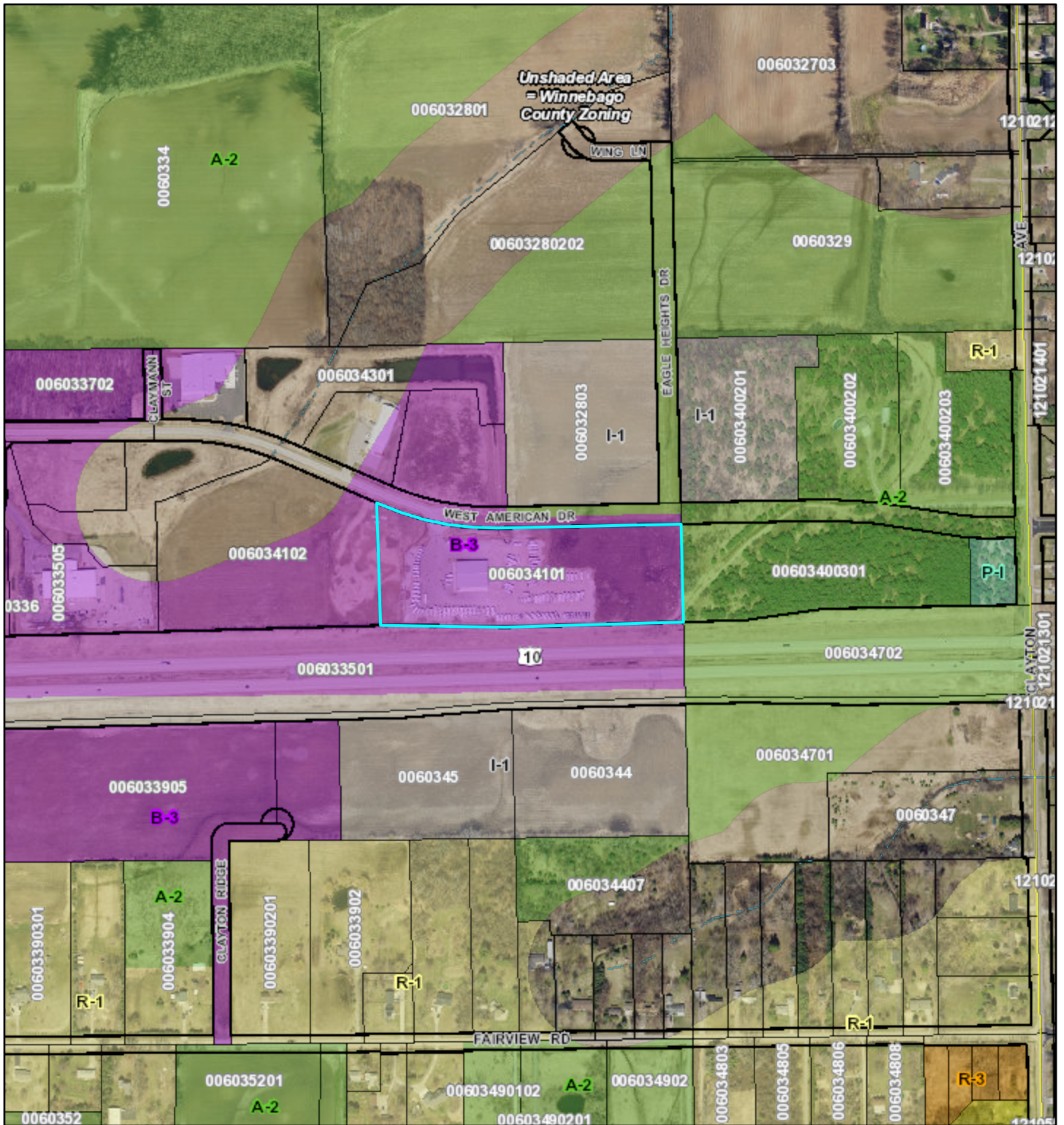
- |                                      |                                    |
|--------------------------------------|------------------------------------|
| Adjacent Counties                    | Navigable - Permanent (checked)    |
| Lakes, Ponds and Rivers              | Navigable - Intermittent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



Winnebago County GIS, Imagery Date: April 2020

# Kunes RV CUP/SPR Apps - Town Zoning Map

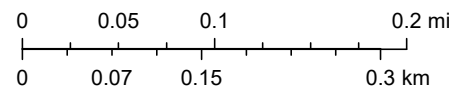
Item B.



2/7/2024, 10:23:53 AM

1:6,331

District Code / Description	
<span style="color: #90EE90;">■</span> A-1 - Agribusiness	<span style="color: #D2B48C;">■</span> R-8 - Manufactured Housing Community
<span style="color: #90EE90;">■</span> A-2 - General Agriculture	<span style="color: #FF6347;">■</span> PDD - Planned Development
<span style="color: #FFFF00;">■</span> R-1 - Rural Residential	<span style="color: #E6E6FA;">■</span> B-1 - Local Service Business
<span style="color: #FFFF00;">■</span> R-2 - Suburban Residential	<span style="color: #DDA0DD;">■</span> B-2 - Community Business
<span style="color: #FFA500;">■</span> R-3 - Two-Family Residential	<span style="color: #800080;">■</span> B-3 - General Business
<span style="color: #FF4500;">■</span> R-4 - Multifamily Residential	<span style="color: #7FFFD4;">■</span> P-I - Public Institutional
	<span style="color: #D3D3D3;">■</span> I-1 - Light Industrial



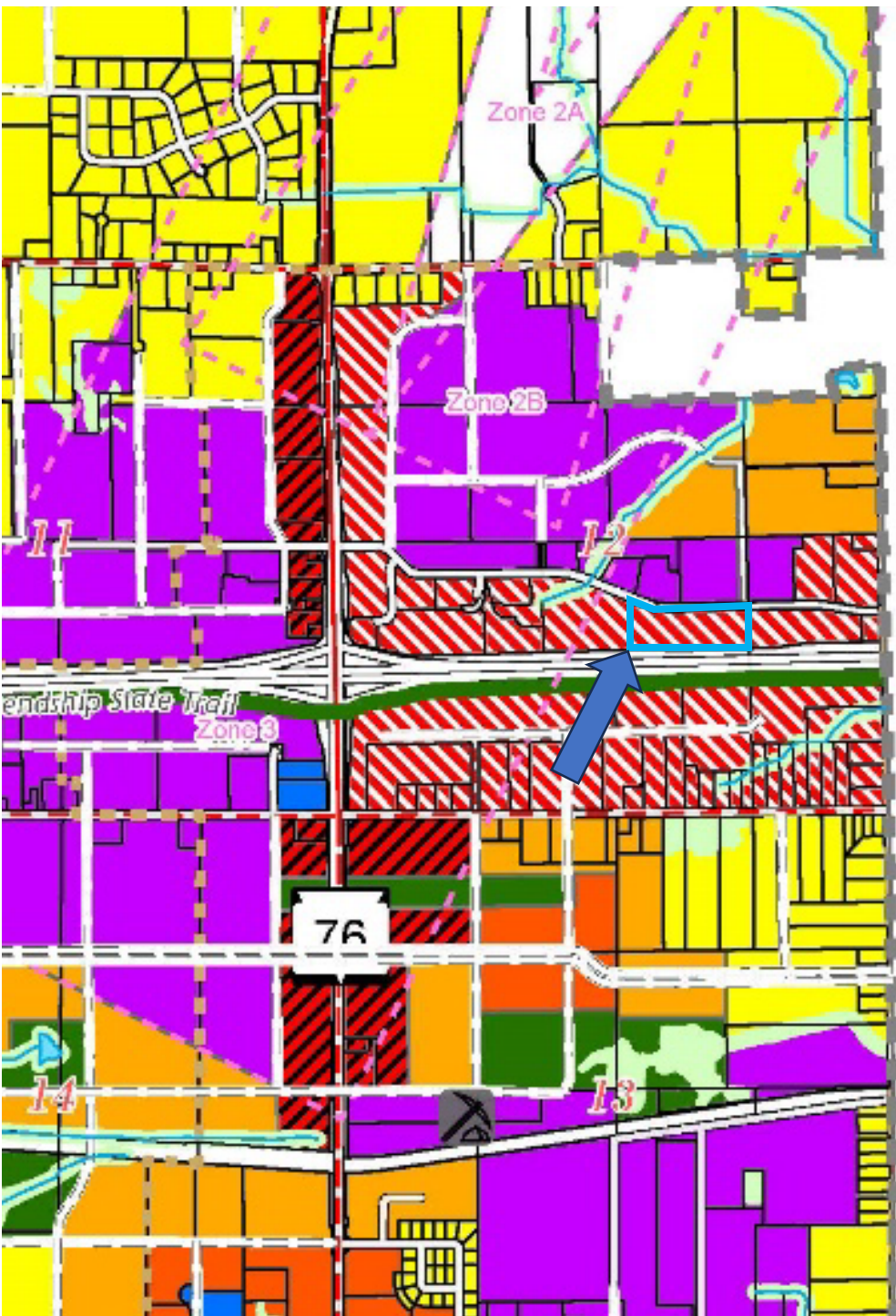
Winnebago County GIS, Imagery Date: April 2020

# Town of Clayton

Winnebago County

## Future Land Use (2040)

### Tier 1



- Agriculture/Rural
- Conservation/Greenspace
- DNR Property
- Working Lands
- Residential - Single and Duplex
- Medium and High Density Residential
- Neighborhood Center Mixed Use
- Business
- Business Park
- Gateway Commercial & Retail
- Light Industrial, Warehousing, and Distribution
- Utilities and Public Facilities
- Parks and Recreation
- Abandoned Landfill Site
- Open Water/Pond/Lake
- Non-Metallic Mining Sites
- Other Non-Metallic Mining Sites

**Other Features**

- Cities, Towns, & Villages
- Sections
- Parcels
- Airport Zoning
- Town of Clayton Sanitary District #1
- Roads
- Future Roads
- Recreation Trails
- Navigable Waterways
- Commercial Gateways

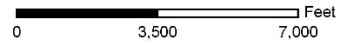
Clayton Avenue

sing

NORTH

Community Infrastructure  
Architecture  
Environmental Services  
800-472-7372  
www.cedarcorp.com

Green Bay • Menomonie • Madison • Cedarburg



This base map was created with data from Winnebago County Planning Department who assumes no liability for the accuracy of this data and any use or misuse of its content is the responsibility of the user. Changes were made by Cedar Corporation under the direction of the Town of Clayton

Map Created: November 30, 2022 - Updated: July 6, 2023



Site Plan Review Application  
Town of Clayton

Mail: 8348 County Road T, Larsen, WI 54947  
Phone: 920-836-2007 Fax: 920-836-2026  
Email: [administrator@townofclayton.net](mailto:administrator@townofclayton.net)  
Web Page: [www.townofclayton.net](http://www.townofclayton.net)

**Contact Information**

**Property Owner:** Dax Connely  
**Company:** Kunes Appleton Properties LLC  
**Address:** PO Box 546  
**City/St/Zip:** Delavan, WI 53115  
**Phone/Fax:** 608-769-9678  
**Email:** dax.connely@kunes.com

**Engineer/Architect:** Jason Daye, P.E.  
**Company:** Excel Engineering, Inc.  
**Address:** 100 Camelot Dr.  
**City/St/Zip:** Fond du Lac, WI 54935  
**Phone/Fax:** 920-926-9800  
**Email:** jason.daye@excelengineer.com

**Property Information**

**Project Name:** Kunes Fox Valley Building Addition  
**Site Address:** 2615 West American Drive, Neenah, WI 54956 **Tax/Parcel ID:** 006- 034101  
**Site Zoning:** B-3: General Business  
**Surrounding Land Uses:**  
**North:** Agricultural/Vacant  
**South:** Highway 10  
**East:** Vacant/Wooded  
**West:** Vacant

**Proposed Use:** Building addition and canopy with proposed pavement over existing gravel area.

**Proposed Zoning:** B-3: General Business "Heavy Vehicle Sales & Rental" 7,523 sf addition and  
**Lot Size:** 10 acres **Structure Size:** Existing= 11,975 sf **Addition:** 5,086 of canopy  
**Project Schedule:** Start in beginning of 2024 and end in May 2024

**Submittal Fees and Requirements**

See Application Checklist for Additional Information  
*Please make checks payable to the Town of Clayton*

- Fees**
  - Fees are based on Actual Review Costs (See Fee Schedule) and will be determined prior to approval.
  - Storm Water & Erosion Control fees are based on Winnebago County Zoning Department fee schedule.
- Plan of Operation**
  - Letter describing the business
- Site Plan, Architectural Plan, Utility Plan (if applicable), Landscaping Plan**
  - Meets the requirements of the Town's Zoning Code of Ordinances Article 7, Division 13
  - Meets the requirements of the Town's Subdivision Ordinance
  - Submit 1 Hard Copy w/application and email an 11 x 17 copy

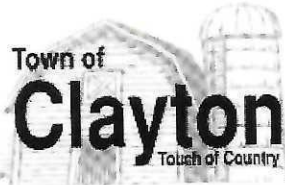
**Signatures**

By the execution of this application, applicant hereby authorizes the Town of Clayton or its agents to enter upon the property during the hours of 7:00 AM to 7:00 PM daily for the purpose of inspection. Applicant grants the Town of Clayton or its agents even if applicant has posted this land against trespassing pursuant to Sec. 943.13 Wis. Stats.

Signature: Dax Connely

Date: 11/3/23





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Website: [www.townofclayton.net](http://www.townofclayton.net)

**General Information**

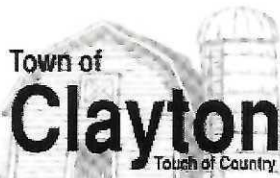
A Site Plan is required for all new buildings and additions to existing buildings which alter the outside dimensions of the building or the internal function of the site, and the development of, or expansion of parking areas, including new or relocated signs. Developments subject to review are multiple dwellings of 3-units or more and all commercial, industrial, or public development and improvements.

Site Plan Review is authorized by the Town of Clayton’s Zoning Code of Ordinances Article 7, Division 13 and Subdivision Ordinance. The approval of a site plan shall remain valid for one year after date of approval, after which time the site plan shall be deemed null and void if the development has not been established or actual construction commenced.

**Procedure**

The Town Staff and Town Planner shall review the application and shall only approve plans that meet all the requirements set forth in the Town of Clayton’s Zoning Code of Ordinance and Subdivision Ordinance.

1. **Pre-application conference (recommended):** The purpose of the pre-application conference is to provide an opportunity for the applicant and staff to discuss the project, and for the applicant to gain information regarding the Zoning Ordinance and Site Plan Ordinance.
2. **Application:** The Town Staff shall distribute copies of the Site Plan Review application to the appropriate persons for review.
3. **Staff Review and Action (this process may take 20 days):** The Town Planner shall report their findings within 15 days of receiving the application. The Town Zoning Administrator, based upon compliance with the Zoning Ordinance, Subdivision Ordinance, and other Town Staff recommendations, shall make a recommendation for approval, approval with conditions, or deny with reason in writing, the development proposal.
4. **Approvals, Conditional Approvals, or Denials of Site Plan:** Any approvals, conditional approvals, or denials of a site plan will be specified in a letter sent to the applicant.
5. **Sanitary and Erosion Control Permits:**
  - a. **Sanitary Permits:** Sanitary Permits, if applicable, are issued through the Winnebago County Zoning Department. <https://www.co.winnebago.wi.us/planning-and-zoning>
  - b. **Erosion Control Permits:** Erosion Control Permits are also issued through the Winnebago County Zoning Department. An erosion control permit is required during certain land disturbing activities to regulate the installation and maintenance of Best Management Practices (BMPs). The erosion control permit applies, but is not limited to the following land disturbing activities:
    - Land disturbance greater than or equal to 4,000 square feet;
    - Excavation or fill greater than or equal to 400 cubic yards;
    - Public or private driveway and road construction or reconstruction longer than 125 linear feet;
    - Construction of any structure, addition to a structure, or multiple additions and/or structures where the total area is greater than 1,000 square feet.
6. **Excavation and Earthwork:** Excavation and earthwork may commence on site only after an Erosion Control Permit has been issued. Excavation and earthwork prior to site plan approval is at the owner’s risk.
7. **No Building, Utility, or Zoning Permits shall be issued nor can any construction commence on any projects prior to site plan approval and the issuance all building, zoning, and utility permits.** Please refer to the pre-construction Checklist at [www.townofclayton.net](http://www.townofclayton.net) under municipal services, forms and permits.



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Town of Clayton**

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Website: [www.townofclayton.net](http://www.townofclayton.net)

**For Town Use Only**

Fee (Actual Cost): \_\_\_\_\_ Acct No: \_\_\_\_\_ Receipt: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Rec'vd Complete: \_\_\_\_\_ By: \_\_\_\_\_ Applic. No.: \_\_\_\_\_  
Review Meeting \_\_\_\_\_ History \_\_\_\_\_  
Site Plan is: Approved \_\_\_\_\_ Approved with Condition \_\_\_\_\_ Denied \_\_\_\_\_  
Comments: \_\_\_\_\_

**Notes:** Please notify utility companies regarding your proposed development. Site plan approval does not constitute approval of a building permit or any required approval of a highway connection permit. Site plan & fee must be submitted **30** working days prior to meeting please see PC Submittal Schedule.

# 2017 SITE PLAN APPROVAL

Item C.



8348 County Road T  
Larsen, WI 54947

Monday, May 22<sup>nd</sup>, 2017

Jim DePagter  
Sales Manager  
Horn's RV Center  
8120 Frontage Road  
Sheboygan, WI 53081

COPY

Re: Your Amendment to an Approved Site Plan for operating a Recreational Vehicle Dealership.

Mr. DePagter:

Please consider this letter as notice that the Town Board, at its Wednesday, May 17<sup>th</sup>, 2017 meeting, approved your Application for an Amendment to an Approved Site Plan for Horn RV. The Amended Site Plan approval is for property located at the east end of West American Drive in the Town of Clayton on property listed by Claymann Creek LLC, 5600 West Grand Market Drive, Suite 300, Appleton, WI 54913 (new address) and specifically identified as TAX ID # 006-0341. The Town Board approved your Application subject to the plan as submitted and the following conditions:

1. The Town Board did approve the site plan and the 5-year development schedule as proposed.
2. That the applicant apply for and receive any building and/or zoning permits required for construction on the site.
3. That any future sign be Town Ordinance compliant.
4. That in addition to the original Site Plan Approval Conditions, the project comply with the material submitted for review by the Town as it relates to the Site Plan Amendment Application.

Should you have any questions relative to this information please feel free to call or e-mail me.

Sincerely,

Richard Johnston, Town Administrator/Clerk

C.C. Matt Mrochinski, Project Coordinator  
Excel Engineering  
100 Camelot Drive  
Fond du Lac, WI 54935

To property file



**SITE INFORMATION:**

LEGAL DESCRIPTION: PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 6306 BEING PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 12 TOWNSHIP 20 NORTH, RANGE 16 EAST, TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN.

PROPERTY AREA: AREA = 435,583 S.F. (10.0 ACRES).

EXISTING ZONING: B-3 GENERAL BUSINESS

PROPOSED ZONING: B-3 GENERAL BUSINESS

PROPOSED USE: RV SALES CENTER

AREA OF SITE DISTURBANCE: 196,388 S.F. (4.51 AC.)

SETBACKS: BUILDING: FRONT = 30'  
SIDE = 10'  
SIDE = 7'  
REAR = 25'  
HIGHWAY = 55'

PAVEMENT: FRONT = 0'  
SIDE = 0'  
REAR = 0'

PROPOSED BUILDING HEIGHT 20' (MAX. HEIGHT ALLOWED: 22'-4")

PARKING REQUIRED: 1 SPACE PER 300 S.F. (11,895/300 = 40 SPACES REQ.)

PARKING PROVIDED: 12 SPACES (2 H.C. ACCESSIBLE)  
\*NUMBER OF STALLS PROVIDED PREVIOUSLY APPROVED

HANDICAP STALLS REQUIRED: 1, HANDICAP STALLS PROVIDED: 2

BUILDING OCCUPANCY CLASSIFICATION = IJB

CLASS OF BUILDING CONSTRUCTION = B, M, & S1

LANDSCAPE REQUIREMENTS: MIN. LANDSCAPE SURFACE RATIO: 15%

**PROJECT INFORMATION**

PROJECT NUMBER: 1721680

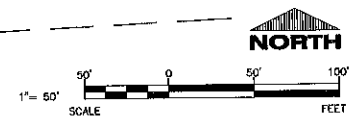
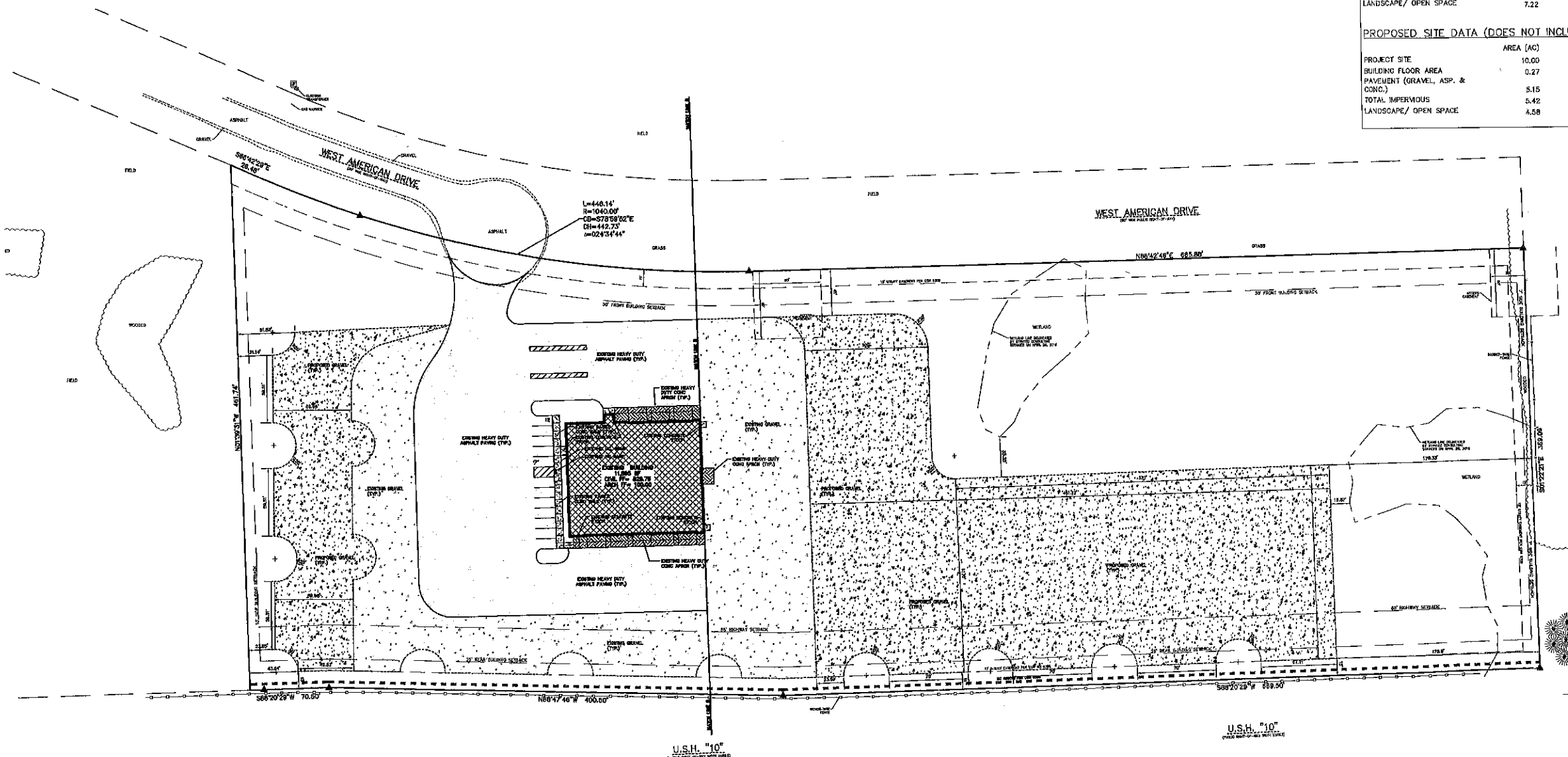
PROPOSED SITE IMPROVEMENTS FOR:  
**HORN'S RV**  
WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI 54956

**EXISTING SITE DATA**

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	10.00	435,583	
BUILDING FLOOR AREA	0.27	11,895	2.7%
PAVEMENT (GRAVEL, ASP. & CONC.)	2.50	108,982	25.0%
TOTAL IMPERVIOUS	2.77	120,877	27.8%
LANDSCAPE/ OPEN SPACE	7.22	314,708	72.2%

**PROPOSED SITE DATA (DOES NOT INCLUDE FUTURE)**

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	10.00	435,583	
BUILDING FLOOR AREA	0.27	11,895	2.7%
PAVEMENT (GRAVEL, ASP. & CONC.)	5.15	224,120	51.5%
TOTAL IMPERVIOUS	5.42	236,015	54.2%
LANDSCAPE/ OPEN SPACE	4.58	199,568	45.8%



PROFESSIONAL SEAL

**PRELIMINARY DATES**  
MAY 4, 2017

**NOT FOR CONSTRUCTION**

**SHEET INFORMATION**  
OVERALL SITE PLAN  
SHEET NUMBER  
**C1.2**





Item C.

PROJECT INFORMATION

PROJECT NUMBER 1721680

PROPOSED SITE IMPROVEMENTS FOR:  
**HORN'S RV**  
WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI 54956

PROFESSIONAL SEAL

PRELIMINARY DATES

MAY 4, 2017

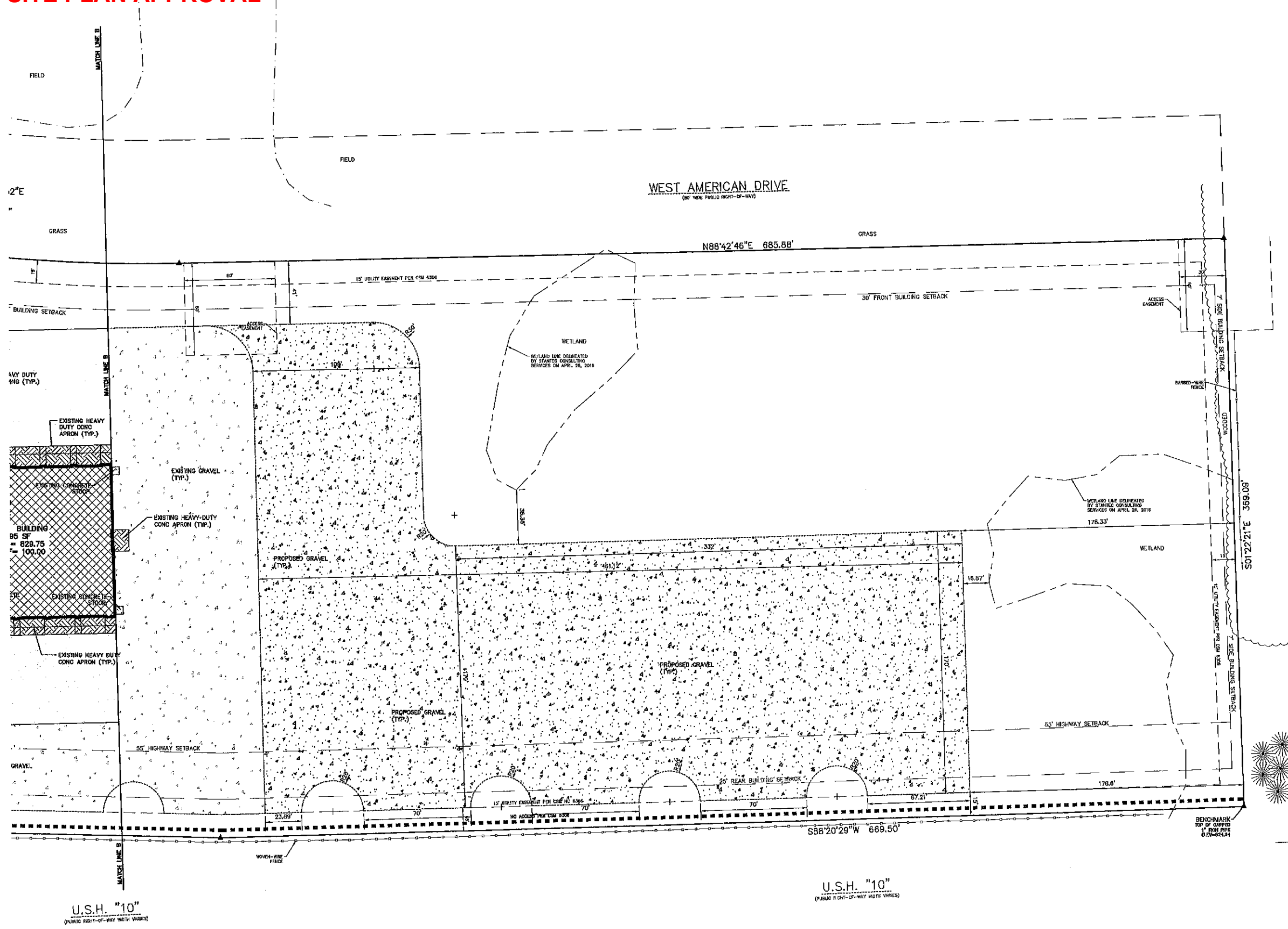
NOT FOR CONSTRUCTION

SHEET INFORMATION

EAST SITE PLAN

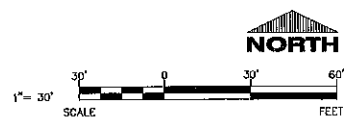
SHEET NUMBER

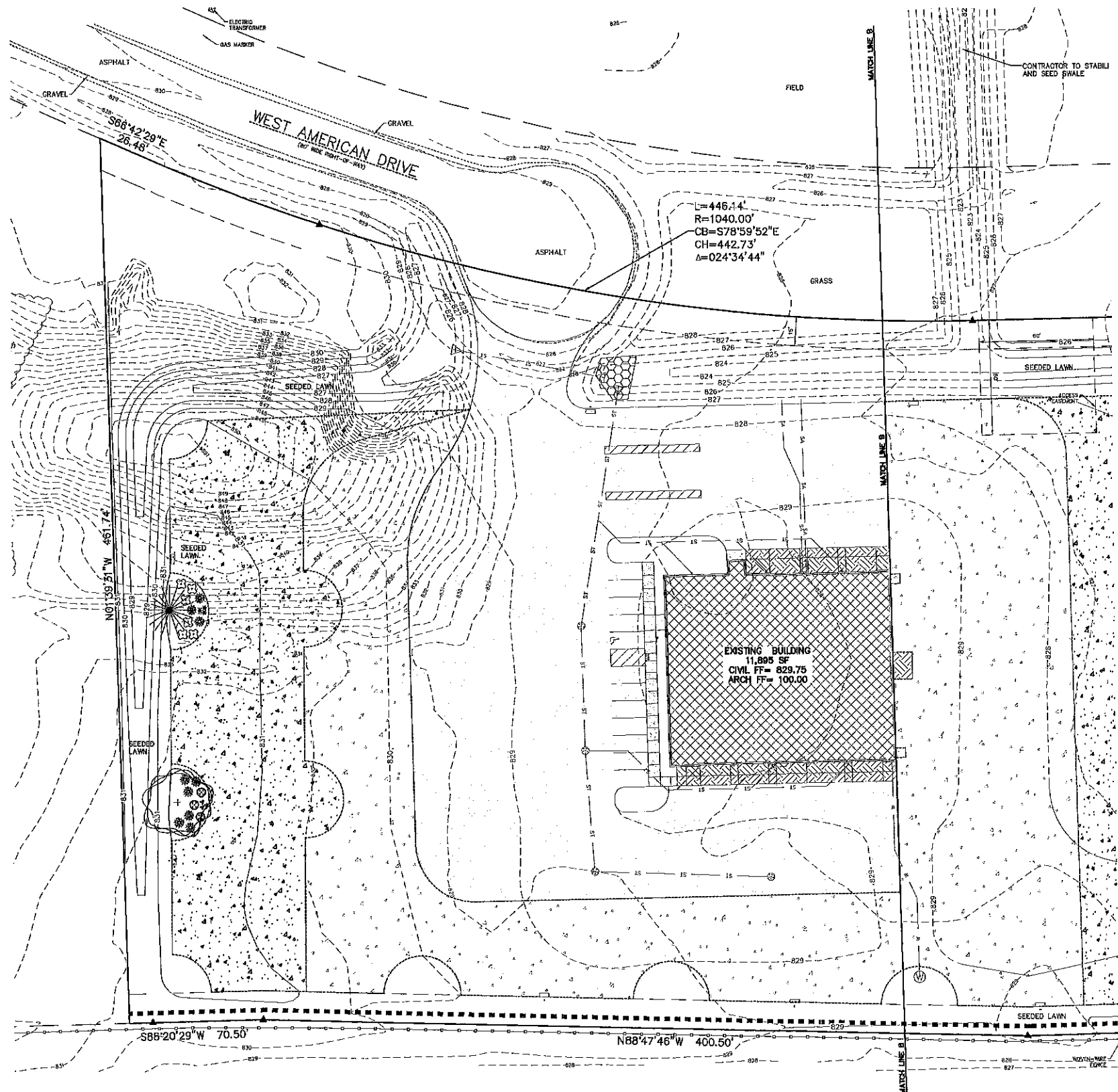
**C1.2B**



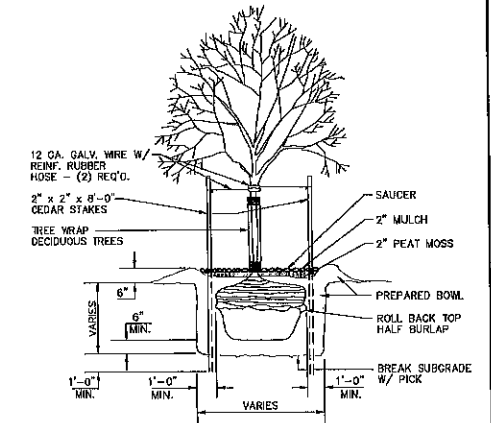
U.S.H. "10"  
(PUBLIC RIGHT-OF-WAY NORTH MARKS)

U.S.H. "10"  
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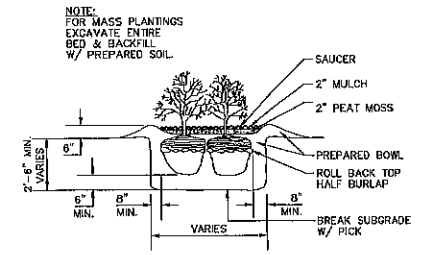




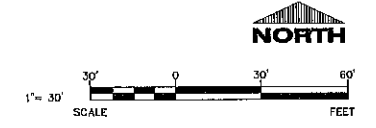
LANDSCAPING NOTES				
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
DECIDUOUS TREES				
⊙	Sugar Maple	Acer saccharum	3"	3
EVERGREEN TREES				
●	Austrian Pine	Pinus nigra	4'	3
EVERGREEN SHRUBS				
⊙	Dwarf Norway Spruce	Picea abies 'Pumila'	2'	27
DECIDUOUS SHRUBS				
⊙	Welgela Cornus	Welgela Florida 'saurtizer'	24"	9
⊙	Rhododendron	Rhododendron haaga	15"-18"	18
PERENNIALS				
*	Blue Autumn Aster	Aster 'blue autumn'	1 gal pot	9
*	Black-eyed Susan - Goldsturm	Rudbeckia fulgida	1 gal pot	9



TREE PLANTING DETAIL  
NO SCALE



SHRUB PLANTING DETAIL  
NO SCALE



**EXCEL**  
 ARCHITECTS • ENGINEERS • SURVEYORS  
 100 CAMELOT DRIVE  
 FOND DU LAC, WI 54939  
 PHONE: (920) 926-9800  
 WWW.EXCELENGINEER.COM

PROJECT INFORMATION  
 PROJECT NUMBER 1721680

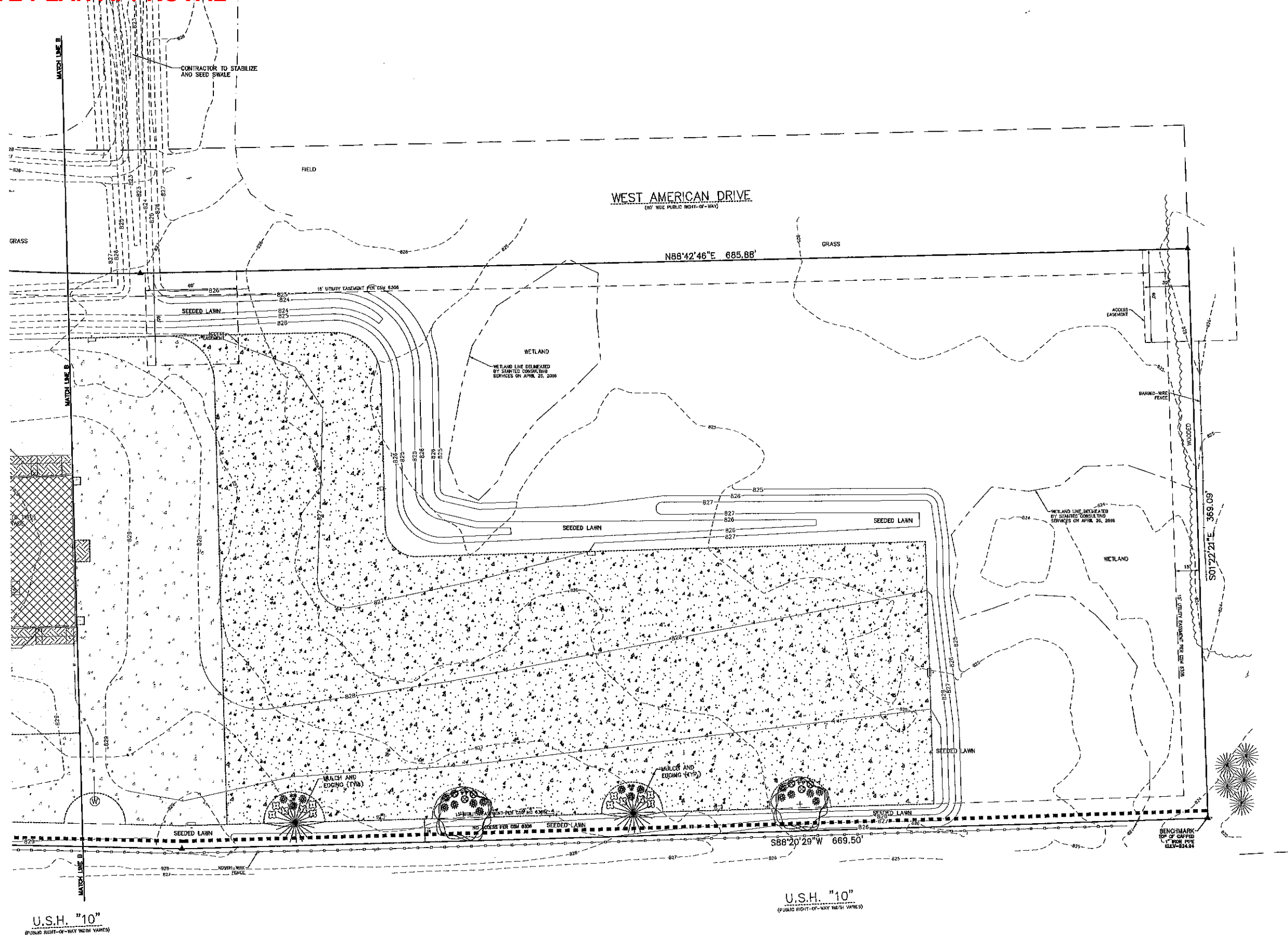
PROPOSED SITE IMPROVEMENTS FOR:  
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 WEST AMERICAN DRIVE • TOWN OF CLAYTON, WI 54956

PROFESSIONAL SEAL

PRELIMINARY DATES  
 MAY 4, 2017  
 NOT FOR CONSTRUCTION

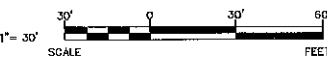
SHEET INFORMATION  
 WEST LANDSCAPE PLAN  
 SHEET NUMBER  
**C1.5A**

100 CAMELOT DRIVE  
FOND DU LAC, WI 54935  
PHONE: (920) 926-9800  
WWW.EXCELENGINEER.COM



U.S.H. "10"  
(PUBLIC RIGHT-OF-WAY NORTH VARIES)

U.S.H. "10"  
(PUBLIC RIGHT-OF-WAY NORTH VARIES)



PROJECT INFORMATION

PROJECT NUMBER 1721680

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PROFESSIONAL SEAL

PRELIMINARY DATES

MAY 4, 2017

NOT FOR CONSTRUCTION

SHEET INFORMATION

EAST LANDSCAPE PLAN

SHEET NUMBER

**C1.5B**



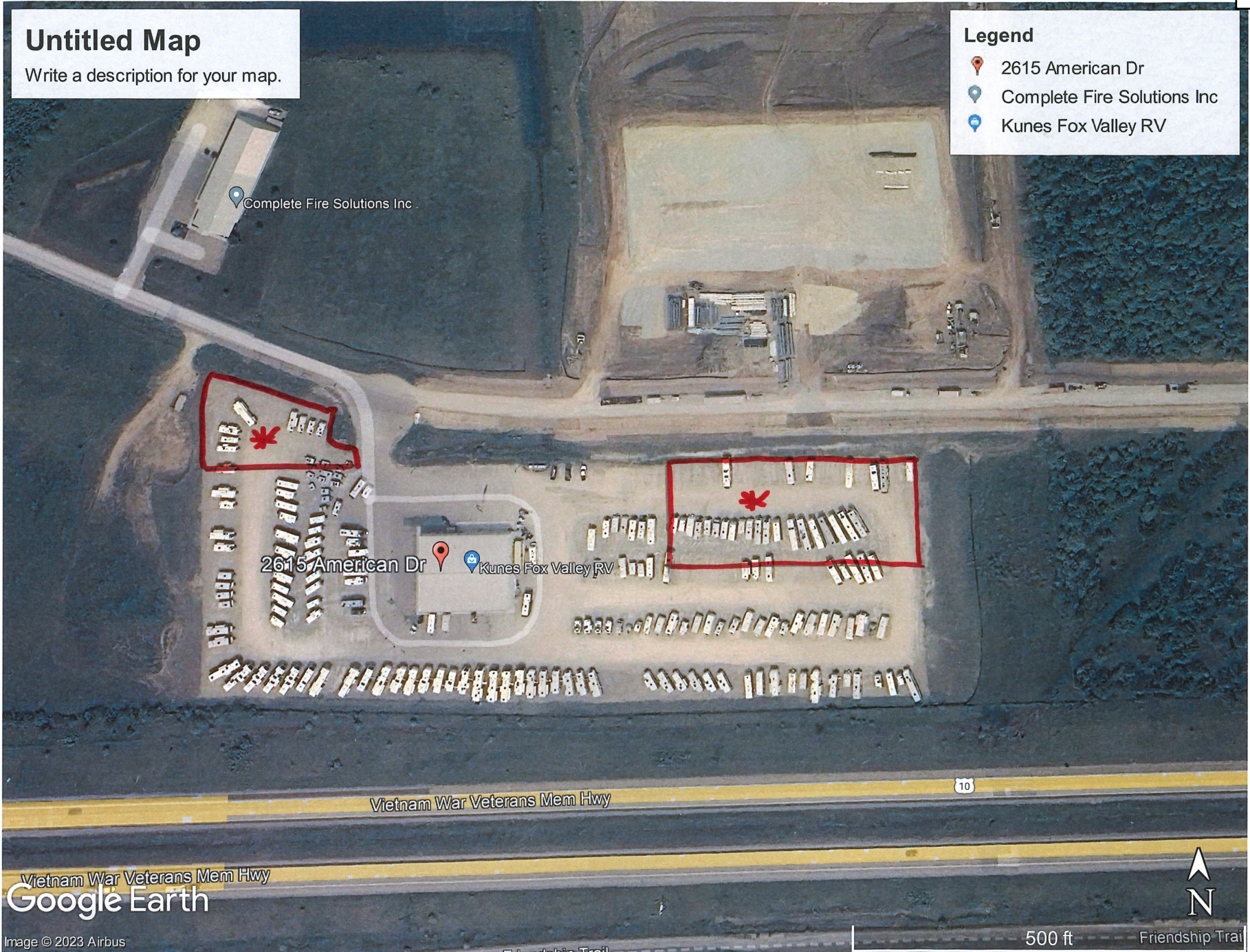
# Approximate 2022 Gravel Display Area Expansion Outside 2017 Site Plan Approval

Item C.

**Legend**

- 📍 2615 American Dr
- 📍 Complete Fire Solutions Inc
- 📍 Kunes Fox Valley RV

**Untitled Map**  
Write a description for your map.



Vietnam War Veterans Mem Hwy  
Google Earth  
Image © 2023 Airbus