



PLAN COMMISSION

Wednesday, August 14, 2024 – 6:30 PM

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

AGENDA

CALL TO ORDER

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

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, July 10, 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 July 2024 Building Inspection Report

BUSINESS

- A. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Davel Engineering & Environmental Inc. on behalf of Galen Drews for a proposed land division reconfiguring Tax ID #006-0599 (3113 County Rd II), Tax ID #006-0600, and Tax ID #006-0602, into two lots.
- B. Review/Recommendation: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Troy Ribble for a proposed land division reconfiguring Tax ID #006-0006-09 (9618 Lind Ln), and Tax ID #006-0006-10-02 into four lots.
- C. Review/Recommendation: Plan Commission review & recommendation on a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed addition to a commercial business development building located at 9057 Clayton Ave.
- D. Review/Discussion: Plan Commission review & discussion of revisions to Section 7.10.08 Dedications and Reservations within Town of Clayton Subdivision Ordinance.

- E. Review/Discussion: Plan Commission review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Sept 11; Oct 9; Nov 13
B. Town Board (6:30 pm start unless otherwise noted) - Aug 21; Sept 4 & 18; Oct 2 & 16

ADJOURNMENT

Respectfully submitted,

Dick Knapinski
Plan Commission Chair

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

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

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

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



PLAN COMMISSION

Wednesday, July 10, 2024 – 6:30 PM

Item A.

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

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 Ketter
Commissioner Hopkins
Town Board Rep. Christianson

EXCUSED

Commissioner Dorow

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Planner Jaworski
Code Administrator Greenberg

PUBLIC HEARING(S) AND/OR PUBLIC INFORMATION MEETINGS

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Jesse May for a proposed short-term rental accessory use on Tax ID #006-1708 addressed as 3623 Jadetree Terrace.

NO PUBLIC COMMENT - HEARING CLOSED AT 6:32 PM

- B. Plan Commission Public Hearing on a Conditional Use Application submitted by Rob & Carla Hackbarth for a proposed short-term rental accessory use on Tax ID #006-1496 addressed as 7980 Coleman Ridge.

NO PUBLIC COMMENT - HEARING CLOSED AT 6:33 PM

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, June 12, 2024 Plan Commission Meeting

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Ketter to approve the Minutes of the Wednesday, June 12, 2024 Plan Commission Meeting. **Voting Yea:** Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson
Motion carried 6-0.

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

CORRESPONDENCE

- A. Distribution of the June 2024 Building Inspection Report
- B. Distribution of an article dated July 2, 2024, reporting on a short-term rental incident in Juneau County

BUSINESS

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

MOTION

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

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

13. Rentals shall not exceed 29 consecutive days.
 14. Rentals shall be limited to 180 days within any 365-day period.
 15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.
 16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.
Voting Yea: Chair Knapinski, Commissioner Haskell, Commissioner Nemecek, Commissioner Ketter, Commissioner Hopkins, Town Board Rep. Christianson.
Motion carried 6-0.

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

**APPLICANT WITHDREW APPLICATION PRIOR TO MEETING.
 DISCUSSION ITEM ONLY - NO ACTION TAKEN**

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

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by Chris Perreault on behalf of Arden & Dorothy Eckstein with the following Recommendations:

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

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

Motion carried 6-0.

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

MOTION

Motion made by Commissioner Ketter, **Seconded** by Commissioner Nemecek to recommend approval of the CSM Review Application submitted by McMahon Associates Inc, on behalf of Clayton Development Group, LLC with the following Recommendations:

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

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

Motion carried 6-0.

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

MOTION

Motion made by Town Board Rep. Christianson, **Seconded** by Commissioner Nemecek to recommend approval of the Preliminary Plat Review Application submitted by Davel Engineering on behalf of Jacobs Design Homes LLC with the following Recommendations:

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

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

Motion carried 6-0.

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

MOTION

Motion made by Commissioner Nemecek, **Seconded** by Commissioner Haskell to recommend approval of the Preliminary Plat Review Application submitted by McMahon Associates on behalf of Clayton Development Group LLC with the following Recommendations:

1. Environmental Corridor setback provisions shall be noted on the plat.

2. Stormwater management plans are required to be provided to the Town in conjunction with Winnebago County requirements. This shall include drainage, grading, storm sewer plans and profile drawings prior to final plat approval.
3. Drainage easement restrictions, and grading & drainage notes shall be noted on the plat prior to final plat approval.
4. Detailed road, sanitary sewer, and water main plans and profile drawings shall be provided to the Town for review prior to final plat approval.
5. Boundary amendment to Clayton Sanitary District #1 is required prior to final plat approval.
6. Road dedications shall be explicitly stated on the plat, and ownership and intended use of all outlots shall be stated on the plat prior to final plat approval.
7. Existing zoning on the adjacent lots are incorrect and should be corrected prior to final plat approval.
8. Right to Farm language shall be added to the plat prior to final plat approval.
9. Since there are no longer any wetlands within the plat boundary, the wetlands reference should be removed from the legend prior to final plat approval.
10. Per WI Chapter 236, the exact width of the drainage easement running with the intermittent stream must be noted on the plat prior to final plat approval.
11. Prior to final plat submittal, documentation shall be provided to the Town indicating the drain tile, intake structure, and multiple rock wall / dam structures identified in the WDNR navigability letter have been removed and/or adequately addressed.

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

Voting Nay: Commissioner Ketter

Motion carried 5-1.

UPCOMING MEETING ATTENDANCE

- A. Plan Commission (6:30 pm start unless otherwise noted) - Aug 14; Sept 11; Oct 9
- B. Town Board (6:30 pm start unless otherwise noted) - July 17; Aug 7 & 21; Sept 4 & 18

ADJOURNMENT

MOTION

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

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

Motion carried 6-0.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk

INTERMUNICIPAL REPORT JULY 2024 PERMITTING

YEAR TO DATE SUMMARY

DATE	PERMIT #	OWNER	ADDRESS	DESCRIPTION	CONTRACTOR	EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE	TOWN	YEAR TO DATE SUMMARY			DATE TOTAL	
										EST. PROJECT COST	PERMIT FEE	BLDING INSPECTOR FEE		
TOWN OF CLAYTON PERMITS:										Town of Clayton	\$ 2,097,735.00	\$ 9,763.86	\$ 7,811.09	\$ 61,951.79
7/9/2024	124-24-7E	RANDALL WALSH	4548 GRANDVIEW	SERVICE CHANGE	POLSTER ELECT	\$ 3,000.00	\$ 100.00	\$ 80.00	Town of Winneconne	\$ 426,939.00	\$ 832.20	\$ 665.76	\$ 9,245.60	
7/9/2024	125-24-7E	MIKE LAAK	3320 KNOX	GENERATOR INSTALL	BLACK-HAAK	\$ 15,000.00	\$ 100.00	\$ 80.00						
7/9/2024	126-24-7E	JUSTIN GLOEDE	3212 WESTFIELD RIDGE	ELECT REMOD	CUMINGS ELECT	\$ 1,500.00	\$ 75.00	\$ 60.00	Total	\$ 2,524,674.00	\$ 10,596.06	\$ 8,476.85	\$ 71,197.39	
7/10/2024	127-24-7P	JEFF HOUTS	7568 BLACK TOP WAY	NSFD PLUMB	JAMES RETZLAFF	\$ 22,500.00	\$ 429.48	\$ 343.58	Full Burden Wage				\$ -	
7/10/2024	128-24-7B	TROY RIBBLE	9614 LIND	HOUSE MOVE	ROOF MEDICS	\$ 175,000.00	\$ 1,125.00	\$ 900.00	Net Profit (Loss)	\$ 8,476.85			\$ 71,197.39	
7/10/2024	129-24-7P	SCOTT VANDEN BOOM	8394 WHISPERING MEADOWS	NSFD PLUMB	INTEGRITY PLUMB	\$ 21,800.00	\$ 417.72	\$ 334.18						
7/11/2024	130-24-7B	GREG KEWLEY	9589 N CLAYTON	DETACHED GARAGE	TACKMIER DEVELOPMENT	\$ 60,000.00	\$ 255.52	\$ 204.42						
7/15/2024	131-24-7E	TED ECKSTEIN	4790 CTY II	SERVICE CHANGE	ELECTRICAL SPECIALISTS	\$ 1,800.00	\$ 100.00	\$ 80.00						
7/15/2024	132-24-7E	CHARLES DUFFECK	2671 CASSY	GENERATOR INSTALL	AB ELECT	\$ 2,800.00	\$ 100.00	\$ 80.00						
7/15/2024	133-24-7E	STEVE STECKBAUR	9084 CENTER	GENERATOR INSTALL	BEEZ ELECT	\$ 13,000.00	\$ 100.00	\$ 80.00						
7/15/2024	134-24-7H	DENISE PATTISON	3033 WINDFIELD	REPLACE A/C	BLACK-HAAK	\$ 6,000.00	\$ 75.00	\$ 60.00						
7/16/2024	135-24-7B	WILLIAMS AUTO	8390 HWY 76	COMMERCIAL ADDN	POSITIVE VENTURES	\$ 40,000.00	\$ 391.60	\$ 313.28						
7/17/2024	136-24-7B	KUNES RV	2615 W AMERICAN	COMMERCIAL ADDN	VENTURE CONSTRUCTION	\$ 1,457,117.00	\$ 1,860.76	\$ 1,488.61						
7/17/2024	137-24-7H	SCOTT VANDEN BOOM	8394 WHISPERING MEADOWS	NSFD HVAC	VAN HANDEL HVAC	\$ 12,500.00	\$ 417.72	\$ 334.18						
7/17/2024	138-24-7E	AMY LEHR	4503 GRANDVIEW	SERVICE CHANGE	BISSING ELECT	\$ 1,500.00	\$ 100.00	\$ 80.00						
7/17/2024	139-24-7E	PAUL HOFFMAN	2955 E RIDGE PL	GENERATOR INSTALL	ZWIERS ELECT	\$ 2,500.00	\$ 100.00	\$ 80.00						
7/17/2024	140-24-7H	JOSHUA GRUNSKA	8149 OAKWOOD	REPLACE FURNACE	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00						
7/17/2024	141-24-7P	LINDA BECKWITH	8225 GOLF COURSE	REPLACE WATER HEATER	BLACK-HAAK	\$ 5,000.00	\$ 75.00	\$ 60.00						
7/17/2024	142-24-7P	DAVID SHEEHAN	8190 SAGE	REPLACE WATER HEATER	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$ 60.00						
7/22/2024	143-24-7E	JASON NENONEN	9377 BROAD MEADOW	NSFD ELECT	HIPKE ELECT	\$ 15,000.00	\$ 414.96	\$ 331.97						
7/23/2024	144-24-7B	JEFF HARDELL	2673 FAIRVIEW	DETACHED GARAGE	SELF	\$ 20,000.00	\$ 175.00	\$ 140.00						
7/30/2024	145-24-7E	STEVE HANSEN	3373 FAIRVIEW	SERVICE	5K ENTERPRISES	\$ 800.00	\$ 100.00	\$ 80.00						
7/30/2024	146-24-7P	JASON NENONEN	9377 BROAD MEADOW	NSFD PLUMB	HANSON PLUMB	\$ 32,334.00	\$ 489.96	\$ 391.97						
7/30/2024	147-24-7E	KUNES RV	2615 W AMERICAN	COMMERCIAL ADDN ELECT	HFDR ELECT	\$ 60,000.00	\$ 820.38	\$ 656.30						
7/30/2024	148-24-7P	KUNES RV	2615 W AMERICAN	COMMERCIAL ADDN PLUMB	JT SCHMIDT PLUMB	\$ 27,000.00	\$ 820.38	\$ 656.30						
7/30/2024	149-24-7H	SHELDON ANDERSON	3571 CTY II	REPLACE A/C	BLACK-HAAK	\$ 4,000.00	\$ 75.00	\$ 60.00						
7/31/2024	150-24-7H	TOM OKRIE	3547 GOLDEN HARVEST	REPLACE A/C	VAN'S HVAC	\$ 13,484.00	\$ 75.00	\$ 60.00						
7/31/2024	151-24-7H	KUNES RV	2615 W AMERICAN	COMMERCIAL ADDN HVAC	TEKO MECHANICAL	\$ 75,100.00	\$ 820.38	\$ 656.30						
					TOTALS	\$ 2,097,735.00	\$ 9,763.86	\$ 7,811.09						
TOWN OF WINNECONNE PERMITS:														
7/11/2024	68-24-7B	DAVID CINLAR	5840 LAKEWIND	REROOF	SECURITY LUEBKE	\$ 27,454.00	\$ 50.00	\$ 40.00						
7/23/2024	69-24-7B	JOHN VAN HUIS	6703 OLEN TR	REROOF	ARC CONTRACTING	\$ 32,125.00	\$ 50.00	\$ 40.00						
7/29/2024	70-24-7B	STEVE DIETZEN	6655 LASLEY SHORE	RAZE HOUSE/BOAT HOUSE	WALLY SCHMID EXCAVATING	\$ 17,660.00	\$ 95.00	\$ 76.00						
7/29/2024	71-24-7B	BRIAN DIECK	6558 WOODVIEW	INGROUND POOL	SPRINGHETTI OUTDOOR SPACES	\$ 270,000.00	\$ 285.00	\$ 228.00						
7/31/2024	72-24-7B	LEONARD FISCHER	1056 E MAIN	DETACHED GARAGE	SELF	\$ 70,000.00	\$ 302.20	\$ 241.76						
7/31/2024	73-24-7B	DIANE APEL	7181 LABELLE SHORE	REROOF	LONGWORTH BLDGS	\$ 9,700.00	\$ 50.00	\$ 40.00						
					TOTALS	\$ 426,939.00	\$ 832.20	\$ 665.76						

Item A.

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 Davel Engineering & Environmental Inc. on behalf of Galen Drews for a proposed land division reconfiguring Tax ID #006-0599 (3113 County Rd II), Tax ID #006-0600, and Tax ID #006-0602, into two lots.

Below are the Staff Comments provided by Code Administrator Greenberg:

After review of the proposed Certified Survey Map to redivide Tax IDs 006-0600, 006-0599, and 006-0602 into two lots, I have the following comments:

1. The subject parcels have frontage on Oakwood Ave. (Class 2 road) and County Hwy II.
2. There are approximately 118 acres subject to the CSM and no remnant lands are being created.
3. The subject parcels are located within a DNR Special Well Casing Pipe Depth Area.
4. The DNR surface water data viewer identifies a navigable stream running through the subject lands.
5. The subject parcels are in Tier 2 of the Town’s Land Use plan and in the Residential – Single and Duplex categories.
6. Town Zoning Requirements – The CSM complies with the minimum lot size and dimensional requirements for unsewered lots in the A-2 District as follows:

	Required	Proposed	Does it comply?
<u>Minimum Lot Area:</u>	5 acs.	Lot 1: 114+/- acs. Lot 2: 5.01 acs.	Yes (All Lots)
<u>Minimum Lot Width</u>	200 ft.	Lot 1: 1,300 ft.+/- Lot 2: 589.83 ft.	Yes (All Lots)
<u>Minimum Road Frontage</u>	200 ft.	Lot 1: 1,180 ft.+/- (Oakwood) Lot 1: 1,982 ft.+/- (CTH II) Lot 2: 589.83 ft.	Yes (All Lots)

7. Assuming all existing buildings are to remain on Lot 2. The CSM does not comply with the maximum accessory building floor area for residential uses as follows:

	Required	Proposed	Does it comply?
<u>Maximum Accessory Building Floor Area (Residential)</u>	3,242 sq. ft. +/-	7,000 sq. ft. (approx.)	No [1]

[1] Pursuant to the procedures and requirements contained in Article 7 of the Zoning Code, the Zoning Administrator may allow more than the specified floor area when one or more of the accessory buildings on a lot are designated as a Rural Accessory Building.

8. The WDNR Surface Water Data Viewer identifies a number of wetlands on Lot 1.
9. The Town's right-to-farm note has not been placed on the CSM.
10. Land within the established right of way of Oakwood Ave., is being dedicated for road purposes and appears consistent with dedication requirements.

Staff Recommendations:

It is Code Administrator Greenberg's opinion that the CSM may be approved, subject to the following conditions:

1. Subject to a determination by the Zoning Administrator that the current accessory buildings on Lot 2 meet the standards to be designated as Rural Accessory Buildings, pursuant to Article 7, Division 14 of the zoning code.
2. The surveyor should provide a separate sheet or inset of Lot 2 on a larger scale.
3. Per Sec 7.10.11(6)(a) the wetlands shown on the Winnebago County GIS, or field-delineated wetlands shall be identified on the CSM, including the source of the information.
4. All road dedications shall be identified as "Dedicated to the public for roadway purposes".
5. Per WI s. 236.34 (1m)(a) the surveyor's seal shall be signed sealed and dated on all pages.
6. The following note shall be placed on the CSM: "Any land below the ordinary high-water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution."
7. Unless the Ordinary High-water Mark elevations of any navigable waterways are identified on the CSM, the following notes shall be added:
 - The Ordinary High-Water Mark is not based on an official determination and prior to any building, an official determination of the Ordinary High-Water Mark must be made by the Winnebago County Zoning Department or other authorized person. Also, all building setbacks and other land use requirements should be verified by the Town of Clayton and Winnebago County Zoning office prior to any construction or land-altering activities.
 - The location of the approximate Ordinary High-water Mark shall be the point on the bank of a navigable stream or the shore of a lake up to which the presence and action of surface water is so continuous as to leave a distinctive mark by erosion, destruction of terrestrial vegetation, or other easily recognized characteristics.

8. The right-to-farm language shall be added to the CSM.
9. The following well casing note shall be added: "Lot created in the document area located in the Special Well Casing Pipe Depth Area. This area has been established due to naturally occurring Arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of Natural Resources, or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative Code."

SUGGESTED MOTION

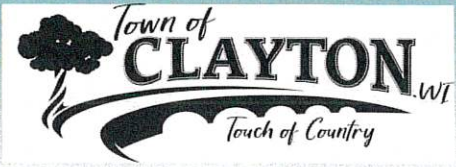
Motion to recommend approval of the CSM submitted by Davel Engineering & Environmental Inc. on behalf of Galen Drews with the 9 listed Staff Recommendations & Conditions.

Respectfully Submitted,
Kelsey

RECEIVED
JUL 11 2024
Item A.

Certified Survey Map (CSM) Review Application

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



Property Owner(s)

Name Galen Drews

Street Address 3113 County Road II

City Neenah State WI Zip Code 54956

Phone (920) 659-2042

E-mail gad0227@yahoo.com

Applicant:

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

Name: Scott Andersen Davel Engineering & Environmental Inc.

Address: 1164 Province Terrace Menasha, WI Zip Code: 54952

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

Describe the reason for the CSM Review: Splitting off 1 lot

Survey Specifics:

Number of Lots: 2 Total Acreage: 119.1083 Tax Key Number: 0060599, 0060600, 0060602

Legal Description: Part of the Northwest 1/4 of Section 23, Township 20 North, Range 16 East,

Town of Clayton, Winnebago County, Wisconsin

Surveyor: Scott R. Andersen

Zoning: AG Registration Number: S-3169

Address: County Road II

Phone: (920) 560-6569 Email: 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.

DocuSigned by:

Scott Andersen

7/8/2024

Signature

A19A21F965DE486...

Today's Date

Updated 11-2023

Item A.

For Town Use Only

Fee (see Town Fee Schedule)			
Fee: <u>\$500 -</u>	Map Deposit Fee: <u>X</u>	Check #: <u>15553</u>	Date: <u>7/10/24</u>
*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.			
Date Received Complete: <u>7/10/24</u>	By: <u>[Signature]</u>		
Review Meetings - Plan Comm <u>8/14/24</u>	Town Board <u>8/21/24</u>		
CSM is: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Condition <input type="checkbox"/> Denied			
Recorded Document Submittal Deadline (90 days from TB Approval): _____			

Note: 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 30 working days prior to meeting.



July 9, 2024

Town of Clayton
8348 Hickory Ave.
Larsen, WI 54947

Re: Parcels 0060599, 0060600 & 0060601 – Certified Survey Map

Greetings:

Enclosed, please find the following materials for the Certified Survey Map submittal for the above referenced property:

1. Certified Survey Map (5 copies)
2. CSM Application
3. Review Fee \$500

Please process the enclosed submittal accordingly for review.

Upon your review any feed back in regards to the satisfaction or further requirements are needed in order to approve this CSM, please contact Scott Andersen at (920) 560-6569 or scott@davel.pro.

Sincerely,

Sarah Mitchell
Project Administrator

Enclosures (a/s)

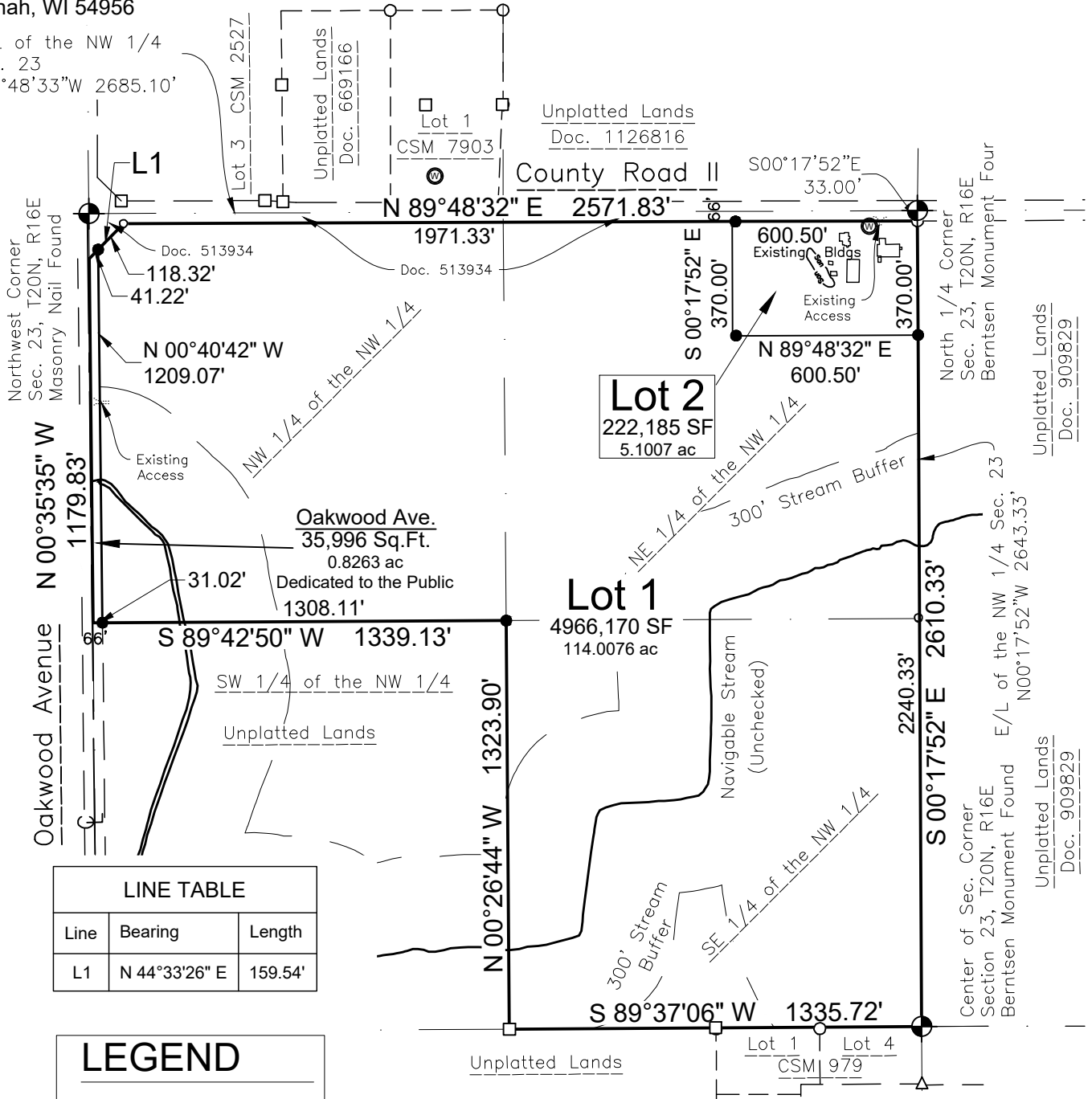
Cc: Galen Drews

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East,

Survey for: **Town of Clayton, Winnebago County, Wisconsin.**
Galen Drews
3113 County Road II
Neenah, WI 54956

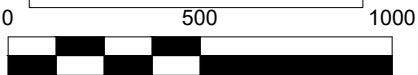
N/L of the NW 1/4
 Sec. 23
 S89°48'33"W 2685.10'



LINE TABLE		
Line	Bearing	Length
L1	N 44°33'26" E	159.54'

LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- 3/4" Rebar Found
- 1" Iron Pipe Found
- ⊙ Government Corner
- () Recorded As



Bearings are referenced to the North line of the Northwest 1/4, Section 23, T20N, R16E, assumed to bear S89°48'33"W, base on the Winnebago County Coordinate System.

Right of Farm Statement: The Lots created on the Certified Survey Map are adjacent to properties that, as of this document, are being used for agricultural purposes. Some individuals believe that the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This statement is intended to provide third parties with notice that agricultural activities may exist on these properties and the adjacent properties.



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

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

Date _____

File: 8392CSM.dwg
 Date: 07/25/2024
 Drafted By: scott
 Sheet: 1 of 8

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, 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 Janice M. Drews, Gregory L. Drews, Michael R. Drews, Russell G. Drews, and the Drews Revocable Trust dated July 6, 2017 (Galen A. Drews and Christine B. Drews - Trustees), 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 Part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin, containing 5,224,351 Square Feet (119.9346 Acres) of land described as follows:

Commencing at the North 1/4 corner of Section 23, Township 20 North, Range 16 East; thence along the East line of the Northwest 1/4 of said Section 23, S00°17'52"E, 33.00 feet to the South right-of-way of County Road II, also the point of beginning of the parcel being described; thence continuing along said East line, S00°17'52"E, 2610.33 feet to the Center of said Section as Monumented with a found Berntsen Monument and being South line of the Northwest 1/4 of said Section 23; thence along said South line, S89°37'06"W, 1335.72 feet to the west line of the Southeast 1/4 of the Northwest 1/4 of said Section 23; thence N00°26'44"W along said west line, 1323.90 feet to the south line of the Northwest 1/4 of the Northwest 1/4 of said Section 23; thence S89°42'50"W along said south line, 1339.13 feet to the West line of the Northwest 1/4 of said Section 23; thence along said West line, N00°35'35"W, 1179.83 feet; thence N44°33'26"E, 159.54 feet to the South right-of-way of County Road II; thence along the South right-of-way of County Road II, N89°48'32"E, 2571.83 feet to the point of beginning, 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

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Owner's Certificate

As the property owner, I hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated 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:

Town of Clayton
City of Neenah
Winnebago County

Dated this _____ day of _____, 20_____

Janice M. Drews, Owner

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 Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Owner's Certificate

As the property owner, I hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated 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:

Town of Clayton
City of Neenah
Winnebago County

Dated this _____ day of _____, 20_____

Gregory L. Drews, Owner

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 Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Owner's Certificate

As the property owner, I hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated 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:

Town of Clayton
City of Neenah
Winnebago County

Dated this _____ day of _____, 20_____

Michael R. Drews, Owner

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

File: 8392CSM.dwg
Date: 07/25/2024
Drafted By: scott
Sheet: 5 of 8

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Owner's Certificate

As the property owner, I hereby certify that we caused the land described on this certified survey map to be surveyed, divided, mapped and dedicated 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:

Town of Clayton
City of Neenah
Winnebago County

Dated this _____ day of _____, 20_____

Russell G. Drews, Owner

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

File: 8392CSM.dwg
Date: 07/25/2024
Drafted By: scott
Sheet: 6 of 8

Certified Survey Map No. _____

Part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4, all of the Southeast 1/4 of the Northwest 1/4, all in Section 23, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

Town Board Approval Certificate

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Janice M. Drews, Gregory L. Drews, Michael R. Drews, Russell G. Drews, and the Drews Revocable Trust dated July 6, 2017 (Galen A. Drews and Christine B. Drews - Trustees), the property owners, is hereby approved and accepted by the Town Board of the Town of Clayton.

Chairman

Date

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

Clerk

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

Date

County Treasurer

Date

County Planning and Zoning Approval Certificate

Resolved, that this certified survey map in the Town of Clayton, Winnebago County, Janice M. Drews, Gregory L. Drews, Michael R. Drews, Russell G. Drews, and the Drews Revocable Trust dated July 6, 2017 (Galen A. Drews and Christine B. Drews - Trustees), the property owners, is hereby approved by Winnebago County.

Planning and Zoning Committee Chairperson

Date

Certificate of the City of Neenah Planning Department

This Certified Survey Map has been reviewed by the City of Neenah Planning Commission.

Planning Department Representative

Date

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:
the property owners of record: Recording Information: Parcel Number(s):
Janice M. Drews, Gregory L. Drews, Doc. 1914400 0060599
Michael R. Drews, Russell G. Drews, and the Drews Revocable Trust 0060600
dated July 6, 2017 0060602

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

MEMORANDUM

Business Item B

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission review & recommendation on a Certified Survey Map (CSM) Review Application submitted by Troy Ribble for a proposed land division reconfiguring Tax ID #006-0006-09 (9618 Lind Ln), and Tax ID #006-0006-10-02 into four lots.

Below are the Staff Comments provided by Code Administrator Greenberg:

After review of the proposed Certified Survey Map redividing PIN 006-0006-10-02 and PIN 006-0006-09 into four lots, I have the following comments:

1. The subject parcels have frontage on Lind Lane (Class II Road) and State Hwy 76.
2. There are 26.71 acres subject to the CSM and no remnant lands are being created.
3. The land is located within TID #1. The subject parcels are in Tier 1 of the Town's Land Use Plan, and in both the Gateway Commercial & Retail and Residential – Single and Duplex categories.
4. The subject parcels are located within the Fox West Sewer Service Area but are not currently served by sewer. No soil borings are indicated on the CSM.
5. Portions of Lots 2-5 are located in Outagamie County's Airport Overlay District Zone 3, and all lots are subject to Outagamie County's Airport Height Limitation Zone.
6. The lands are not subject to Winnebago County shoreland zoning but are subject to all applicable requirements of the Winnebago County Stormwater Management Ordinance.
7. The northerly parcel is currently used for single-family purposes with the remainder of the lands in agricultural and open space use.
8. The subject parcels are zoned General Agriculture (A-2) District
9. Town Zoning Requirements – The CSM meets minimum lot size and dimensional requirements for unsewered lots in the A-2 District as follows:

	Required	Proposed	Does it comply?
<u>Minimum Lot Area:</u>	5 acres	Lot 1: 11.429 acres Lot 2: 5.253 acres Lot 3: 5.031 acres Lot 4: 5.001 acres	Yes (All Lots)
<u>Minimum Lot Width</u>	200 ft.	Lot 1: 693 ft.+/- Lot 2: 297.21 ft. Lot 3: 312.76 ft. Lot 4: 350.50 ft.	Yes (All Lots)
<u>Minimum Road Frontage (Lind Lane)</u>	200 ft.	Lot 1: 530 ft.+/- Lot 2: 297.21 ft. Lot 3: 312.76 ft. Lot 4: 350.50 ft.	Yes (All Lots)

10. The WDNR Surface Water Data Viewer identifies a small, isolated wetland on proposed Lot 4.

Staff Recommendations:

It is Code Administrator Greenberg's opinion that the CSM may be approved, subject to the following conditions:

1. Per Sec. 7.10.11(6)(b) any existing access, including farm access shall be shown on the CSM.
2. Per WI Trans. 233, any WISDOT required access restrictions or setbacks shall be placed on the CSM.
3. All WISDOT comments shall be provided to the Town. Alternatively, documentation shall be provided which indicates the Department has waived review or has no jurisdiction to review the proposed land division.
4. Per Sec 7.10.11(6)(a) the isolated wetland on proposed Lot 4 shall be identified on the CSM, including the source of the information.
5. Per WI s. 236.34 (1m)(a) the surveyor's seal shall be signed sealed and dated on all pages.
6. Per Sec. 7.10.11(6)(d) of the Town Subdivision Ordinance, the name and address of the owner shall be placed on the CSM.

SUGGESTED MOTION

Motion to recommend the CSM submitted by Troy Ribble with the 6 listed Staff Recommendations & Conditions.

Respectfully Submitted,
Kelsey

RECEIVED
JUL 12 2024
Item B.

Certified Survey Map (CSM) Review Application

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



Property Owner(s)

Name Troy Ribble, Lind Lane LLC
Street Address 9618 Lind Lane
City Neenah State WI Zip Code 54914
Phone 920-810-2319
E-mail troy@roofmedics.com

Applicant:

Check: Architect: _____ Engineer: _____ Surveyor: _____ Attorney: _____ Agent: _____ Owner: _____
Name: Troy Ribble
Address: (same as above) Zip Code: _____
Phone: _____ E-Mail: _____
Describe the reason for the CSM Review: _____
To expand the size of the house parcel and to create 3 additional lots.

Survey Specifics:

Number of Lots: 4 Total Acreage: 26.714 Tax Key Number: 006000609
00600061002
Legal Description: All of Lot 1 of Certified Survey Map 7491 and all of Lot 2 of Certified Survey Map 7640, being part of the fractional Northwest 1/4, of the Northwest 1/4, and part of the Southwest 1/4, of the fractional Northwest 1/4, Section 1, T20N, R16E, Town of Clayton
Surveyor: David Hebert
Zoning: A-2 Registration Number: S-2312
Address: 1110 W. Wisconsin Ave., Appleton, WI 54914
Phone: 920-734-8373 Email: dave@hebertsurveying.com

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

7-11-24

Signature

Today's Date

For Town Use Only

Fee (see Town Fee Schedule)			
Fee: <u>\$500-</u>	Map Deposit Fee: <u>0</u>	Check #: <u>1504</u>	Date: <u>7/12/24</u>
*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.			
Date Received Complete: <u>7/12/24</u>	By: <u>CH</u>		
Review Meetings - Plan Comm <u>8/14/24</u>	Town Board <u>8/21/24</u>		
CSM is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Condition	<input type="checkbox"/> Denied
Recorded Document Submittal Deadline (90 days from TB Approval): _____			

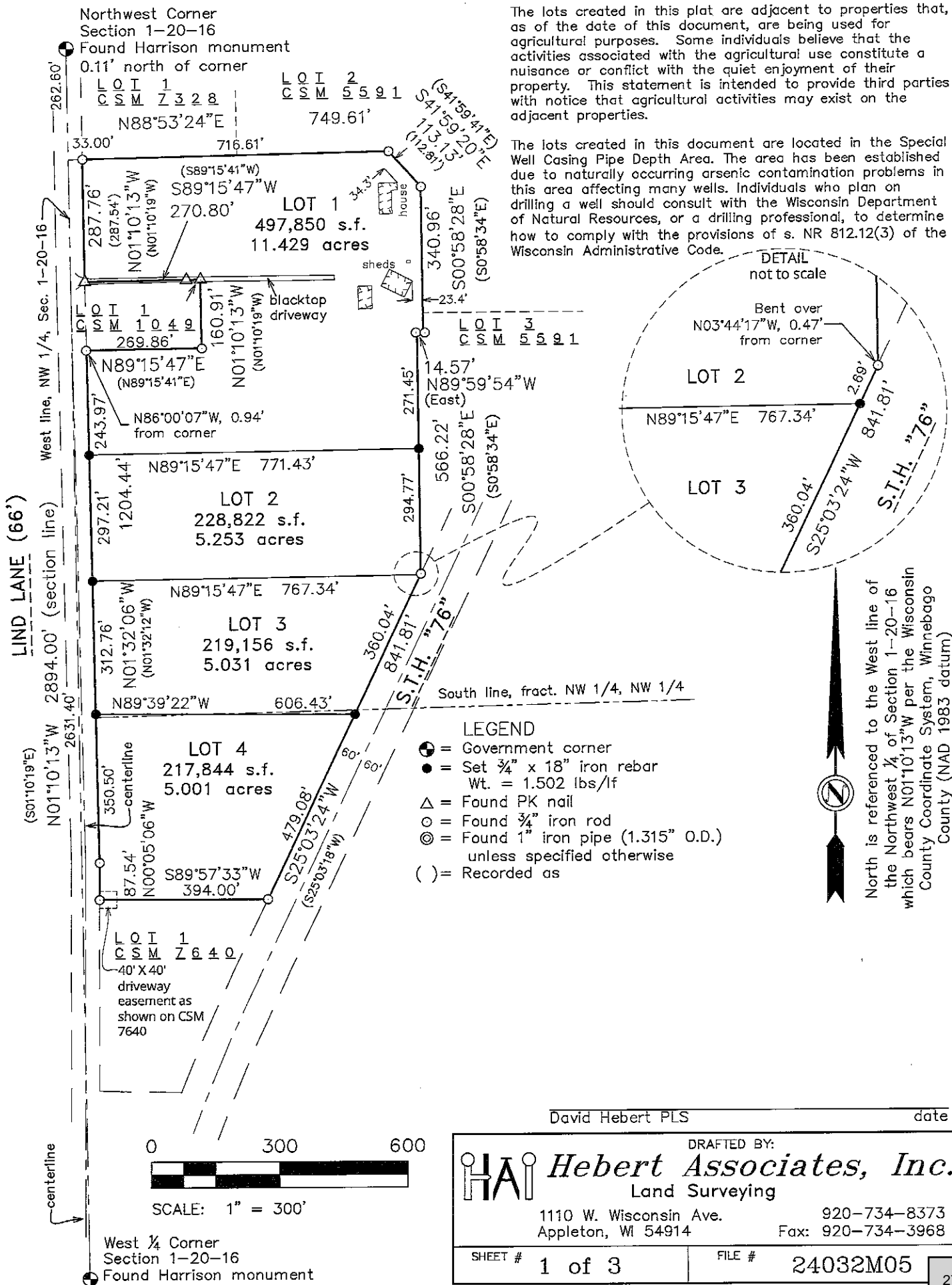
Note: 1. Please notify utility companies regarding your proposed development. 2. CSM approval does not constitute approval of a building permit or any required approval of a highway connection permit. 3. CSM & Fee must be submitted 30 working days prior to meeting.

Certified Survey Map

All of Lot 1 of Certified Survey Map 7491 and all of Lot 2 of Certified Survey Map 7640, being part of the fractional Northwest 1/4 of the Northwest 1/4, and part of the Southwest 1/4 of the fractional Northwest 1/4, Section 1, T20N, R16E, Town of Clayton, Winnebago County, Wisconsin

The lots created in this plat are adjacent to properties that, as of the date of this document, are being used for agricultural purposes. Some individuals believe that the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This statement is intended to provide third parties with notice that agricultural activities may exist on the adjacent properties.

The lots created in this document are located in the Special Well Casing Pipe Depth Area. The area has been established due to naturally occurring arsenic contamination problems in this area affecting many wells. Individuals who plan on drilling a well should consult with the Wisconsin Department of Natural Resources, or a drilling professional, to determine how to comply with the provisions of s. NR 812.12(3) of the Wisconsin Administrative Code.



David Hebert PLS _____ date

DRAFTED BY:
Hebert Associates, Inc.
 Land Surveying
 1110 W. Wisconsin Ave. 920-734-8373
 Appleton, WI 54914 Fax: 920-734-3968

SHEET #	1 of 3	FILE #	24032M05
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CERTIFIED SURVEY MAP

All of Lot 1 of Certified Survey Map 7491 and all of Lot 2 of Certified Survey Map 7640, being part of the fractional Northwest ¼, of the Northwest ¼, and part of the Southwest ¼, of the fractional Northwest ¼, Section 1, T20N, R16E, Town of Clayton, Winnebago County, Wisconsin

SURVEYOR'S CERTIFICATE

I, David Hebert, Professional Wisconsin Land Surveyor, do hereby certify that I have surveyed, divided and mapped all of Lot 1 of Certified Survey Map 7491 and all of Lot 2 of Certified Survey Map 7640, being part of the fractional Northwest ¼, of the Northwest ¼, and part of the Southwest ¼, of the fractional Northwest ¼, Section 1, T20N, R16E, Town of Clayton, Winnebago County, Wisconsin

I further certify that the map heron is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land; that I have made such survey, division and map by order and under direction of the owners of said lands; and that I have fully complied with the code of ordinances of the Town of Clayton, Winnebago County Wisconsin, and with Chapter 236.34 of the Wisconsin statutes in surveying, dividing and mapping the same.

David Hebert PLS Date

NOTES

- 1. This Certified Survey Map is all of tax parcel #s 00600061002 and 006000609
- 2. This Certified Survey Map is contained wholly within the lands described in document #s 1798163 and 1924438
- 3. The owner of record is Lind Lane LLC

OWNER'S CERTIFICATE

I (We), as owner(s), do hereby certify that I (we) caused the lands described on this Certified Survey Map to be surveyed, divided, and mapped as represented on this map. I (we) also certify that this Certified Survey Map is required by law, under Chapter 236.34 and the Winnebago County land subdivision ordinance, to be submitted to the Town of Clayton and the Winnebago County Planning and Zoning Committee for approval or objection.

Lind Lane LLC Dated
STATE OF WISCONSIN)
COUNTY)SS

Personally came before me on this _____ day of _____, 20_____, the above named owner(s) is (are) known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Notary Public, State of Wisconsin My commission expires

MEMORANDUM

Business Item C

From: Administrator/Staff
 To: Plan Commission
 Re: Plan Commission review & recommendation on a Site Plan Review Application submitted by Trident Holdings, LLC for a proposed addition to a commercial business development building located at 9057 Clayton Ave.

Below are the Staff Comments provided by Code Administrator Greenberg:

Site Location: The property is in the northwest corner of the Clayton Ave/West American Dr intersection and specifically described as Tax ID# 006-0340-0203.

Parcel Info: The subject lot is 5.84 acres in size.

Jurisdiction. The property is subject to the following:

- The Town of Clayton Zoning Ordinance.
- Winnebago County Stormwater and Erosion Control Ordinance.
- Winnebago County Airport Height Limitation zoning ordinance (1009 ft.)

Zoning. The parcel is zoned B-2 Community Business District. Lots are connected to a public sanitary sewer system or have an on-site sewage disposal system.

North: R-4; R-1

South: P-1

East: Village of Fox Crossing single-family

West: A-2

Overview. In 2022, the subject property was rezoned from A-2 to B-2, when it was conveyed from the Town to the current owner. The same year, the owner received Site Plan and Plan of Operation approval for the development of three multi-tenant flex buildings and two paved areas to be served by storm sewer, sanitary sewer, and water main. The approved site plan included landscaping, two dumpster enclosures, building lighting, and parking lot lighting. The approvals were subject to several conditions including:

1. No large truck access using the driveway off of Clayton Ave.
2. Requirements to maintain a Knox box for Fire Department access at the private gate.
3. The additional trees being removed at the Contractor's request were required to be replaced.
4. All future businesses/uses established on the property shall be allowed uses per the Town Zoning Code and shall comply with all applicable requirements of the Town Zoning Code.
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.

The applicant is proposing an approximately 3,620 sq. ft. addition to Building No. 2, which is oriented north/south and faces Clayton Ave. This would result in an ultimate building size of 14,900 sq. ft., which complies with the B-2 District's maximum floor area provisions. The addition would extend the building to the south onto existing green/open space, but would not be located any closer to Clayton Ave.

The asphalt driveway and concrete apron will be extended to the south to provide access to the westward-facing garage door of the addition. A 5-inch-tall retaining wall is proposed adjacent to the new hard surfaces. A swale will be graded in to convey drainage from the new improvements towards the south and then east to the road ditch. Eight (8) small trees are located within the area to be disturbed.

Dimensional Standards. The B-2 zoning requires that a principal building provide a minimum street yard of 30 feet and cannot exceed a maximum height of 35 feet. The proposed addition will be 100 feet from W American Drive, will maintain a 30-foot street yard along Clayton Ave., and will match the existing 27.5 ft. building height.

Special Site Design Principles and Architectural Standards This development is located in Architectural Design Tier One and is subject to the special site design principles and architectural standards outlined in Article 8, Division 8 of the Town Zoning Code of Ordinances.

Horizontal Site Design Standards (Attachment B)

- **Driveways Access.** There are no proposed changes to the driveways other than the small internal driveway extension noted above.
- **Stormwater & Erosion Control Stormwater.** Drainage, Erosion & Sediment Control plans shall be required and shall meet the requirements set forth in 23.15 of the Winnebago County Ordinance. A grading and erosion control plan was submitted with the application. The proposed plan notes that no modifications to stormwater facilities will be required for the addition to maintain all required State and County peak flow and water quality standards. In addition, a grass swale will be graded in to ensure there are no adverse drainage impacts from the additional impervious surfaces.
- **Wetlands** The property contains a wetland swale through the property. The addition and site grading will not impact any wetlands.

Architectural Design Standards – Tier One (Attachment C)

- **Exterior Wall Materials.** The proposed addition is intended to match the existing building, which was constructed of pre-finished metal wall panels. **The applicant has not provided any information on wall materials for the addition. Prefinished metal wall panels are not considered acceptable exterior wall materials per Attachment C;** However, the Architectural Design Standards grant the Town Board the authority to allow other wall materials in order to encourage consistency in design.
- **Roofing Materials.** The proposed addition is intended to match the existing building, which was constructed of pre-finished metal roof panels. **The applicant has not provided any information on roof materials or the Solar Reflective Index (SRI) of the proposed roof addition.** Metal roof panels are an acceptable roofing material and shall have an SRI of 29 or higher.

- **Load Docks and Overhead Doors.** One overhead door facing the interior/west of the lot is proposed. No loading docks are proposed. Overhead doors shall be located on-site such that they fully accommodate the length and maneuvering clearances required without extending into required landscape buffer yards or street yard setbacks. **The applicant should provide evidence that an adequate turning radius is being provided for the length and type of the vehicles that will use the addition.**
- **Internal Building Layout.** No interior building plans or use plans have been submitted.

Landscape Design Standards – Tier One (Attachment E)

- **Buffer Yard Landscaping.** Any commercial, institutional, or industrial use that shares a common side or rear yard lot line with a property that is either zoned or used for residential purposes shall provide a landscaped buffer yard along the full length of the common lot line to afford protection to the residential uses from the glare of lights, from visual encroachment, and from the transmission of noise. **An existing tree line along Clayton Ave. as well as the north and west lot lines will provide effective year-round screening of the building addition from residential properties.**
- **Building Landscaping.** 75% of all building sides must be landscaped with a variety of appropriate plant materials in a mulched bed a minimum of 6' wide (deep) measured from the building façade. Plant material shall be placed intermittently against long expanses of building walls, fences, and other barriers to achieve a softening effect of hard building lines. The character of the landscaping shall complement the surrounding properties.
A total of 17 perennial shrubs and plants are proposed in 6-foot deep mulched beds along the south and west elevations of the proposed addition. The plantings will be spaced approximately 5 feet apart on-center and will have an 18" initial height at planting. Depending on which species, the plants are expected to mature to a width of 3' to 4' and a height of 3' to 4'. The planting beds will surround approximately 40% of the perimeter of the addition, however, there is thick, immediate tree cover along the east elevation where no building landscaping is provided.
- **Grounds Landscaping.** Based on a proposed development area (building and driveway) of approximately 6,000 sq. ft., the applicant is required to install one new conifer tree and six understory shrubs. This is in addition to replacing the 8 small trees and 10 mature trees being removed.
The applicant is relocating the mature Black Walnut (x3) and White Pine (x7) trees to the southeast but has not proposed any additional replacement, or new trees as required

Environmental and Energy Efficiency (E3) Guidelines (Attachment F)

The E3 standard is strongly recommended, but not required. Per review of the application materials, the following E3 components are included in this development:

- Natural feature preservation (mature tree preservation via tree relocation)

Outdoor Storage of Equipment, Products, & Materials. No other outdoor storage of equipment, products, or materials is shown on the plans submitted, however the site visit by

staff did identify that some outdoor storage of vehicles and/or equipment was present. **The applicant should address if outdoor storage of vehicles and equipment is occurring and should provide additional detail regarding the proposed material stockpiles.**

Storage of Waste/Trash and Recyclables. Two waste/trash and recyclable enclosures were approved previously. One adjacent to the east of building #1, and one adjacent to the west of building #3. Both enclosures are wood fence enclosures. **No changes to trash enclosures were indicated on the submitted materials.**

The site visit revealed multiple dumpsters/recycling bins outside of enclosures and visible from Clayton Ave.

Lighting. Per Sec. 9.08-210, light spillage cannot exceed 15 footcandles along public road right of ways. In addition, all exterior lighting must be certified by the International Dark-Sky Association (IDA) as dark sky compliant. Downcast LED perimeter lights are proposed for the addition and a revised lighting/photometric plan was submitted with the application which indicates that lighting spillage at the property line will not exceed .08 footcandles and appears to comply with Town Zoning Code requirements. **The submitted light fixture specifications do not indicate IDA compliance.**

Parking. Based on the currently approved site plan, there are a total of forty-three (43) spaces, including three (3) ADA compliant spaces. No additional parking is proposed or eliminated with the building addition.

Signage. No signage plans were submitted. All future signage shall comply with Town Zoning Code requirements.

Staff Recommendations:

It is Code Administrator Greenberg's opinion that the site plan may be approved, subject to the following conditions:

1. A revised exterior lighting plan shall be submitted which is IDA compliant.
2. To address the impacts of the eight trees being removed without replacement and to meet the additional landscaping requirements, an updated landscape plan shall be submitted to Town staff for review and approval, prior to the issuance of a building permit. The plan shall include, at minimum, an additional nine (9) trees and six (6) shrubs. The trees should include at minimum three (3) evergreens and not more than four (4) ornamental species. The plan shall provide effective year-round screening of the buildings and parking/loading areas. The minimum planting sizes shall be as follows:
 - a. Shade tree, 2 1/2-inch caliper
 - b. Ornamental flowering tree, 1 1/2-inch caliper
 - c. Evergreen tree, six-foot (6') height
 - d. Upright evergreen shrub, four-foot (4') height
 - e. Shrub, 18-to-24-inch height or spread
3. The project shall comply with all applicable local, state, and federal codes/ordinances.
4. Motor vehicles shall not be serviced or repaired outside.

5. All outside overnight storage of vehicles is prohibited, unless specifically authorized by the Plan Commission and Town Board. If authorized, overnight vehicle storage areas must be identified on the Site Plan noted below and should be screened from public view to the greatest extent practicable. Any vehicles stored outside must be licensed and operable.
6. All materials and activities, except loading and unloading, shall be conducted entirely within the confines of a building; Outdoor storage of equipment and materials is prohibited.
7. Dumpsters and recycling bins shall be kept within an enclosure and screened from public view at all times.
8. No Special Events are permitted unless explicitly approved by the Town Plan Commission and Town Board and in accordance with all zoning regulations.
9. An up-to-date Site Plan must be on file, at all times, with the Town of Clayton. The Site Plan shall include all information required for a Site Plan in Appendix A of the zoning code. This includes but is not limited to, buildings, parking areas, walkways, trails, stormwater management areas, vegetation, utilities, driveways, loading areas, trash/recycling enclosures, fencing, berms, signage, lighting, outdoor storage areas (if applicable), as well as any addition information required by the Town Plan Commission or Town Board.
10. All activities on the subject property herein shall not in any way become a nuisance by reason of appearance, noise, dust, smoke, illumination, odor, or any other similar factor.
11. Subject to the applicant allowing the subject property to be available for inspection by the Town of Clayton officials at any reasonable time and upon reasonable notice.
12. Any required Winnebago County 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.
13. Documentation that the Solar Reflective Index (SRI) of the proposed roofing materials meet the minimum required SRI of 29, shall be provided, prior to commencing construction of the proposed building addition.
14. Documentation shall be provided to verify all exterior lighting is IDA (International Dark-Sky Assoc.) certified, prior to commencing construction of the proposed building addition.
15. All future businesses/uses established on the property shall be permitted or conditional uses per the applicable zoning district (currently B-2) and shall comply with all applicable requirements of the Town Zoning Code. A conditional use permit shall be obtained prior to establishing any uses not designated as permitted.
16. All future signage shall comply with all applicable requirements of the Town Zoning Code.

17. 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 requirements of Article 8, Division 8, Special Site Design Principles and Architectural Standards, of the Town of Clayton Zoning Ordinance. Determination of whether a change or addition is substantial shall be at the discretion of the Town Administrator.

SUGGESTED MOTION

Motion to recommend approval of the Site Plan Review Application submitted by Trident Holdings, LLC with the 17 listed Staff Recommendations & Conditions.

Respectfully Submitted,
Kelsey

SITE PLAN APPLICATION

Town of Clayton Town Hall

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



Office Use Only

Date: _____ / _____ /20____
Paid: \$ _____
Check Cash Credit/Debit Card
By: Please make checks payable to:
TOWN OF CLAYTON
Receipt #: _____

SUBMITTAL FEES & REQUIREMENTS

Site Plans:	·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 with application and email an 11 x 17 copy
Fees:	See Town Fee Schedule
Plan of Operation:	·Letter describing the business

PROPERTY INFORMATION

Parcel ID / Tax Key No.: 006- 03400203	Current Zoning B2
Site Address / Location: 9057 CLAYTON AVE	
Current Land Use: COMMERCIAL/BUSINESS	Proposed Land Use: COMMERCIAL/BUSINESS
Lot Size/Total Acreage: 5.84 ACRES	Project Schedule: CONSTRUCTION COMPLETED BY NOV, 2024
APPLICANT	PROPERTY OWNER (IF NOT THE SAME)

Name
TRIDENT HOLDINGS, LLC - BARRY GILL, MANAGING MEMBER

Street Address
501 S NICOLET ROAD

City APPLETON State WI Zip Code 54914

Phone 920-840-4112

E-mail
bpgill@gillandgillsc.com

Name
TRIDENT HOLDINGS, LLC - BARRY GILL, MANAGING MEMBER

Street Address
501 S NICOLET ROAD

City APPLETON State WI Zip Code 54914

Phone 920-840-4112

E-mail
bpgill@gillandgillsc.com

BUILDER

Name
FOX STRUCTURES, INC - MIKE KLARNER

Street Address
2201 EASTLINE ROAD

City KAUKAUNA State WI Zip Code 54130

Phone 920-419-2650

E-mail
mklarner@foxstructures.com

ENGINEER

Name
McMAHON ASSOCIATES, INC - BEN HAMBLIN

Street Address
1445 McMAHON DRIVE

City NEENAH State WI Zip Code 54956

Phone 920-751-4200

E-mail
bhamblin@mcmgrp.com

SURVEYOR

Name
McMAHON ASSOCIATES, INC - BEN HAMBLIN

Street Address
1445 McMAHON DRIVE

City NEENAH State WI Zip Code 54956

Phone 920-751-4200

E-mail
bhamblin@mcmgrp.com

Office Use Only

Newspaper Publication Dates: _____ & _____
Posting Date: _____
300ft Neighborhood Notice Completed On: _____
Re-Zoning is: Approved Denied

Comments: _____

APPLICANT ACKNOWLEDGEMENT & SIGNATURE

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.

BEN HAMBLIN

Signature of owner or owner's agent

7/11/2024

Today's Date

STANDARD ABBREVIATIONS

Table of standard abbreviations including AC, AGG, AH, ASPH, AVG, B-B, BEG, BIT, BK, B/L, BLDG, BM, BOC, BRG, C-C, CY, C&G, CB, CE, CHD, C/L, CL, CMP, CO, CONC, CORR, CP, CR, CS, CSW, CTH, CULV, D, DI, DIA, DIS, EA, EG, ELEV, ELEC, EMB, EMAT, ENT, EOR, EP, EXC, EX, EW, F-F, FDN, FG, F/L, FT, FTG, GRAV, GN, GV, HDPE, HE, HMA, HP, HT, HYD, ID, IN, INL, INV, IP, LF, LP, ACRE, AGGREGATE, AHEAD, ASPHALT PAVEMENT, AVERAGE, BACK TO BACK, BEGIN, BITUMINOUS, BACK, BASE LINE, BUILDING, BENCH MARK, BACK OF CURB, BEARING, CENTER TO CENTER, CUBIC YARD, CURB AND GUTTER, CATCH BASIN, COMMERCIAL ENTRANCE, CHORD, CENTER LINE, CLASS (FOR CONC PIPE), CORRUGATED METAL PIPE, CLEAN OUT, CONCRETE, CORRUGATED, CONTROL POINT, CRUSHED, CURB STOP, CONCRETE SIDEWALK, COUNTY TRUNK HIGHWAY, CULVERT, DEPTH OR DELTA, DUCTILE IRON, DIAMETER, DISCHARGE, EACH, EDGE OF GRAVEL, ELEVATION, ELECTRIC, EMBANKMENT, EROSION MAT, ENTRANCE, END OF RADIUS, EDGE OF PAVEMENT, EXCAVATION, EXISTING, ENDWALL, FACE TO FACE, FOUNDATION, FINISHED GRADE, FLOW LINE, FOOT, FOOTING, GRAVEL, GRID NORTH, GAS VALVE, HIGH DENSITY POLYETHYLENE, HIGHWAY EASEMENT, HOT MIX ASPHALT, HIGH POINT, HEIGHT, HYDRANT, INSIDE DIAMETER, INCH, INLET, INVERT, IRON PIPE, LINEAR FOOT, LIGHT POLE, LT, LVC, MAINT, MAT'L, MAX, MIN, MH, MP, NB, NO, NOR, OD, OBLIT, PAV'T, PC, PCC, PE, PED, PGL, PI, P/L, PLE, PP, PRC, PROP, PSI, PT, PVC, PVI, PVT, R, RCP, REBAR, REM, RECON, REQ'D, R/L, RP, RR, RT, R/W, SF, SI, STH, SY, SALV, SAN, SEC, SHLDR, SQ, STA, STD, STO, SW, TC, TEL, TEMP, TLE, TV, TYP, UG, USH, VAR, VC, VERT, WM, WV, LEFT, LENGTH OF VERTICAL CURVE, MAINTENANCE, MATERIAL, MAXIMUM, MINIMUM, MANHOLE, MILE POST, NORTHBOUND, NUMBER, NORMAL, OUTSIDE DIAMETER, OBLITERATE, PAVEMENT, POINT OF CURVATURE, PORTLAND CEMENT CONCRETE OR POINT OF COMPOUND CURVATURE, PRIVATE ENTRANCE, FEDESTAL, PROFILE GRADE LINE, POINT OF INTERSECTION, PROPERTY LINE, PERMANENT LIMITED EASEMENT, POWER POLE, POINT OF REVERSE CURVATURE, PROPOSED, POUNDS PER SQUARE INCH, POINT OF TANGENCY, POLYVINYL CHLORIDE OR POINT OF VERTICAL CURVATURE, POINT OF VERTICAL INTERSECTION, POINT OF VERTICAL TANGENCY, RADIUS, REINFORCED CONCRETE PIPE, ROAD, REINFORCEMENT ROD, REMOVE, RECONSTRUCT, REQUIRED, REFERENCE LINE, RADIUS POINT, RAILROAD, RIGHT, RIGHT-OF-WAY, SQUARE FEET, SLOPE INTERCEPT, STATE TRUNK HIGHWAY, SQUARE YARD, SALVAGED, SANITARY SECTION, SHOULDER, SQUARE, STATION, STANDARD, STORM, SIDEWALK, TOP OF CURB, TELEPHONE, TEMPORARY, TEMPORARY LIMITED EASEMENT, TELEVISION, TYPICAL, UNDERGROUND, U.S. HIGHWAY, VARIES, VERTICAL CURVE, VERTICAL, WATER MAIN, WATER VALVE

STANDARD SYMBOLS

Table of standard symbols including 2" IRON PIPE FOUND, 1 1/4" REBAR FOUND, 1 1/4" x 30" IRON REBAR WEIGHING 4.30 LB/LF SET, 1" (1.315 OD) IRON PIPE FOUND, 1" IRON PIPE SET, 3/4" IRON REBAR FOUND, 3/4" IRON PIPE FOUND, 3/4"x 24" IRON REBAR WEIGHING 1.5 LB/LF SET, MAG NAIL FOUND, MAG NAIL SET, GEAR NAIL SET, RAILROAD SPIKE FOUND, RAILROAD SPIKE SET, CHISEL CROSS FOUND, CHISEL CROSS SET, COUNTY MONUMENT, CONCRETE MONUMENT FOUND, CONTROL POINT HORIZONTAL, CONTROL POINT VERTICAL, SOIL BORING or MONITORING WELL, POWER POLE, POWER POLE W/GUY WIRE, TELEPHONE OR TELEVISION PEDESTAL, MAILBOX, SIGN, RAILROAD CROSS BUCK, RAILROAD GATE ARM, RAILROAD TRACKS, LIGHT POLE, WOOD POLE, TRAFFIC SIGNAL, TRAFFIC SIGNAL MAST ARM, CONIFEROUS TREE, DECIDUOUS TREE, TREE OR BRUSH LINE, BED ROCK (IN PROFILE VIEW), HANDICAPPED PARKING STALL, EXISTING SPOT ELEVATION, PROPOSED SPOT ELEVATION (800.00 DATUM), DRAINAGE HIGH POINT, DRAINAGE DIRECTION, EXISTING MANHOLE, PROPOSED MANHOLE, EXISTING INLET, PROPOSED INLET, EXISTING YARD DRAIN, PROPOSED YARD DRAIN, EXISTING CLEAN OUT, PROPOSED CLEAN OUT, EXISTING DOWNSPOUT, PROPOSED DOWNSPOUT, EXISTING WATER VALVE, PROPOSED WATER VALVE, EXISTING CURB STOP, PROPOSED CURB STOP, EXISTING FIRE HYDRANT, PROPOSED FIRE HYDRANT, PROPOSED WATER FITTING, PROPOSED WATER REDUCER, PROPOSED ENDCAP, GAS VALVE, OVERLAND FLOW PATH, TELEPHONE CABLE - BURIED, ELECTRIC CABLE - BURIED, UTILITIES - OVERHEAD, FIBER OPTIC CABLE - BURIED, GAS MAIN, CABLE TELEVISION - BURIED, DITCH LINE, STREET C/L OR R/L, PROPERTY LINE, RIGHT-OF-WAY LINE, SECTION LINE, EXISTING CONTOURS, PROPOSED CONTOURS, EXISTING SANITARY SEWER, PROPOSED SANITARY SEWER, EXISTING WATER MAIN, PROPOSED WATER MAIN, EXISTING STORM SEWER, PROPOSED STORM SEWER, EXISTING CURB & GUTTER, PROPOSED CURB & GUTTER, PROPOSED REJECT CURB & GUTTER, EXISTING CULVERT WITH END SECTIONS, PROPOSED CULVERT WITH END SECTIONS, BUILDING OUTLINE, FENCE LINE, SAW CUT REQ'D, SILT FENCE, GUARD RAIL, DITCH CHECK, INLET PROTECTION, TRACKING PAD, TURBIDITY BARRIER OR SHEET PILING, SANDBAG COFFERDAM, SLOPE INTERCEPT, LIMITS OF DISTURBANCE, EROSION MAT, RIP-RAP (SIZE AS SPECIFIED), TURF REINFORCEMENT MAT (TRM), VEGETATED BUFFER, DELINEATED WETLANDS, EXISTING ASPHALT, EXISTING CONCRETE, PROPOSED ASPHALT, PROPOSED CONCRETE

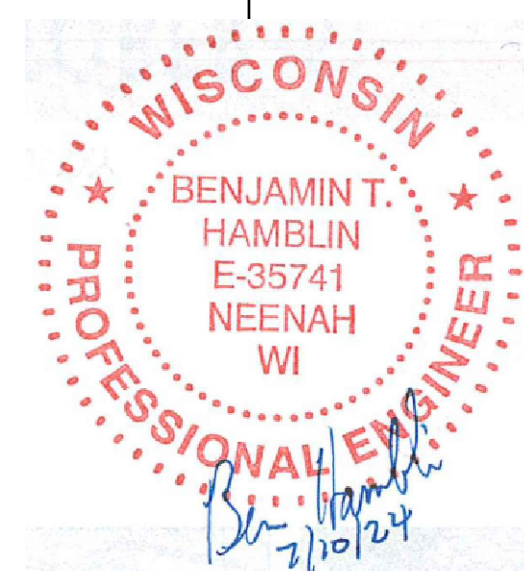
SHEET LIST
01 ABBREVIATIONS, SYMBOLS, NOTES
02 SURVEY CONTROL
03 EXISTING SITE & DEMOLITION PLAN
04 UTILITY & DIMENSION PLAN
05 GRADING & EROSION CONTROL PLAN
06 LANDSCAPING PLAN
07 PHOTOMETRIC PLAN, CUT SHEETS, NOTES, DETAILS
08 EROSION CONTROL NOTES
09 DETAILS

Designer: McMAHON ASSOCIATES, INC. ATTN: BEN HAMLIN 1445 McMAHON DRIVE NEENAH, WI 54956 920-751-4200
Owner: TRIDENT HOLDINGS LLC ATTN: BARRY GILL 501 S NICOLET ROAD APPLETON, WI 54914 920-840-4112

GENERAL NOTES

- 1. THE UTILITIES SHOWN IN PLAN AND PROFILE ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES FROM THE OWNERS OF THE RESPECTIVE UTILITIES, INCLUDING APPLETON PARKS AND FACILITIES. ALL UTILITIES, PRIVATE AND PUBLIC, SHALL BE NOTIFIED 72 HRS. PRIOR TO EXCAVATION. CONTACT APPLETON PARKS AND FACILITIES FOR PRIVATE UTILITY LOCATES.
2. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY McMAHON OF ANY VERTICAL DISCREPANCY.
3. EXISTING STREET RIGHT-OF-WAY AND INTERSECTING PROPERTY LINES ARE ESTABLISHED FROM FIELD LOCATED SURVEY MONUMENTATION, PREVIOUS SURVEYS, PLATS AND CURRENT PROPERTY DEEDS.
4. UTILITY CONSTRUCTION SHALL COMPLY WITH THE STANDARD SPECIFICATIONS FOR SEWER & WATER CONSTRUCTION IN WISCONSIN.
5. PAVEMENTS AND RELATED CONSTRUCTION SHALL BE COMPLETED TO TOWN STANDARDS.
6. NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT THE APPROVAL OF THE OWNER.
7. A SAWED JOINT IS REQUIRED WHERE NEW HMA PAVEMENT MATCHES EXISTING ASPHALTIC CONCRETE SURFACE.
8. ALL CURB RADIi SHOWN ON THE PLAN SHEETS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
9. DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
10. NATURAL GAS UTILITY: CONTRACTOR TO COORDINATE WITH WE ENERGIES FOR NATURAL GAS ISSUES. WE ENERGIES CONTACT IS CODY BECKMAN 920-380-3422.
11. ELECTRICAL UTILITY: CONTRACTOR TO COORDINATE WITH WPS FOR ELECTRICAL ISSUES. WPS CONTACT IS LINDA TREBIATOWSKI 920-236-5904.
12. TELEPHONE UTILITY: CONTRACTOR TO COORDINATE WITH AT&T ON TELEPHONE/DATA ISSUES. AT&T CONTACT IS GARY LAABS 920-735-3063.
13. CABLE UTILITY: CONTRACTOR TO COORDINATE WITH SPECTRUM CABLE FOR CABLE TV ISSUES. SPECTRUM CABLE CONTACT IS RANDY WOLFGRAM 920-831-9260.
14. REFUSE COLLECTION OCCUR ON SITE BETWEEN BUILDINGS 1&2, AND WEST OF BUILDING 3.
15. SANITARY AND WATER IS CURRENTLY PROVIDED BY VILLAGE OF FOX CROSSING & TOWN OF CLAYTON.
16. ONSITE SNOW STORAGE PROVIDED. EXCESS SNOW TO BE REMOVED FROM SITE.
17. A KNOX BOX IS REQUIRED ON ALL THREE BUILDINGS.
18. OFF STREET PARKING CALCULATIONS/REQUIREMENTS
PRE-CONSTRUCTION ON-SITE STALL COUNT: 0
POST CONSTRUCTION ON-SITE STALL COUNT: 53
PARKING REQUIREMENTS FOR GENERAL SERVICES: 1 SPACE PER 300 GSF
MAXIMUM CAPACITY: 16,120 (3 BUILDINGS + ADDITION)
STALLS REQUIRED: 16,120/300= 53.
STALLS PROVIDED: 53
19. ZONING INFORMATION
EXISTING ZONING: B2
PROPOSED ZONING: B2
USE: GENERAL BUSINESS
LOT SIZE: 5,862 ACRES (0.34 ac min)
LOT WIDTH: 425' (85' min)
ROAD FRONTAGE: 981' (75' min)
BUILDING HEIGHT: 28' (35' max)
MINIMUM BUILDING SEPARATION: 44' (10' min)
STREET YARD SETBACK (AMERICAN): 70' (30' min)
STREET YARD SETBACK (CLAYTON): 30' (30' min)
REAR YARD SETBACK (NORTH): 30' (25' min)
AIRPORT OVERLAY ELEVATION RESTRICTION: 854' (1009' max)
20. HANDICAP STALL REQUIREMENTS
MAX. STALL COUNT: 56
NO. ACCESSIBLE SPACES REQ'D: 3
PROPOSED # STALLS: 53 (3 HANDICAP, 50 REGULAR)
21. E3 INCLUDED DESIGN FEATURES
• ROOF HEAT ISLAND REDUCTION - LIGHT COLOR
• PRESERVATION OF EXISTING MATURE TREES
• BIO RETENTION
• LIGHT POLLUTION REDUCTION THAT EXCEEDS TOWN STANDARDS BY PRESERVING MATURE TREES ALONG NORTH AND EAST LOT LINES
• REDUCED IMPERVIOUS AREA
• MINIMIZED SPRAWL
• RIPARIAN BUFFER ALONG EXISTING DITCH (WIDTH VARIES)
22. PROJECT PERMITS/REVIEWS REQUIRED:
• CLAYTON SITE PLAN REVIEW
• WINNEBAGO COUNTY EROSION CONTROL AND STORMWATER
• OUTAGAMIE COUNTY AIRPORT OPERATION DISTRICT PERMIT
23. ANTICIPATED LAND DISTURBANCE: 18,000SF (APPROX). EXISTING STORMWATER DEVICE DOES NOT REQUIRE MODIFICATION TO SATISFY COUNTY AND STATE PEAK FLOW/WATER QUALITY REQUIREMENTS FOR THE ADDITIONAL WORK.

OVERALL PARCEL LAND USES
Trident Holdings LLC 2024 Building Addition
Table with columns: Land Use, Existing Condition (Area, CN, Composite CN), Proposed Condition-2022 (Area, CN, Composite CN), Proposed Condition-2024 (Area, CN, Composite CN). Rows include Pavement, Sidewalk, Roof, Gravel, Grass/Landscaping Type D, Grass/Landscaping Type C, Meadow Type C, Meadow Type D, Development Area, and Composite CN.



THIS PLAN SET WAS CREATED WITH CIVIL3D 2023. McMAHON'S "DISCLAIMER FOR TRANSFER OF ELECTRONIC FILES" FORM NEEDS TO BE SIGNED IF A COPY OF THE ELECTRONIC FILES ARE REQUESTED. McMAHON MAKES NO REPRESENTATION REGARDING THE COMPATIBILITY OF THESE FILES WITH OTHER SOFTWARE, NOR DOES McMAHON REPRESENT THAT THE FILES WILL CONVERT TO OTHER SOFTWARE WITHOUT ERROR.

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
PH 920/751-4200 FX 920/751-4284 MCMGRP.COM

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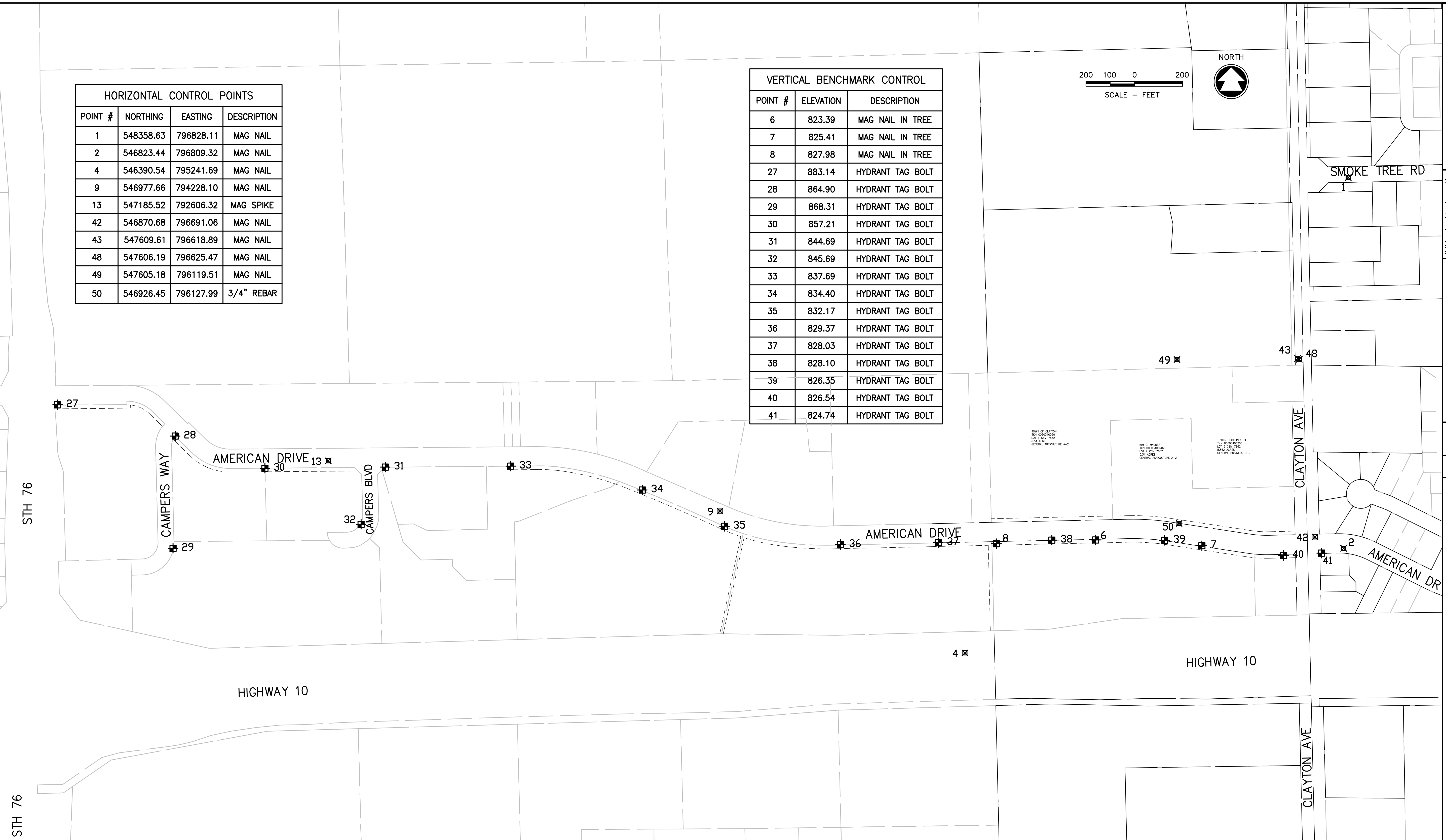
Table with columns: NO., DATE, REVISION.

TRIDENT HOLDINGS LLC - 2024 BUILDING ADDITION
TOWN OF CLAYTON, WINNEBAGO COUNTY, WI
ABBREVIATIONS, SYMBOLS & NOTES
DESIGNED: ### DRAWN: ###
PROJECT NO. L0906-09-24-00497
DATE: JUNE 2024
SHEET NO. 01

W:\PROJECTS\0906\09240497\CADD\Civil3D\Plan_Sheets\02_Survey_Control.dwg, 02_Survey_Control.dwg, Plot Date: 7/10/2024 3:30 PM, xrefs: (x-mcm ex clayton-parcels (2)), lrmers_shop_comps.dwg

HORIZONTAL CONTROL POINTS			
POINT #	NORTHING	EASTING	DESCRIPTION
1	548358.63	796828.11	MAG NAIL
2	546823.44	796809.32	MAG NAIL
4	546390.54	795241.69	MAG NAIL
9	546977.66	794228.10	MAG NAIL
13	547185.52	792606.32	MAG SPIKE
42	546870.68	796691.06	MAG NAIL
43	547609.61	796618.89	MAG NAIL
48	547606.19	796625.47	MAG NAIL
49	547605.18	796119.51	MAG NAIL
50	546926.45	796127.99	3/4" REBAR

VERTICAL BENCHMARK CONTROL		
POINT #	ELEVATION	DESCRIPTION
6	823.39	MAG NAIL IN TREE
7	825.41	MAG NAIL IN TREE
8	827.98	MAG NAIL IN TREE
27	883.14	HYDRANT TAG BOLT
28	864.90	HYDRANT TAG BOLT
29	868.31	HYDRANT TAG BOLT
30	857.21	HYDRANT TAG BOLT
31	844.69	HYDRANT TAG BOLT
32	845.69	HYDRANT TAG BOLT
33	837.69	HYDRANT TAG BOLT
34	834.40	HYDRANT TAG BOLT
35	832.17	HYDRANT TAG BOLT
36	829.37	HYDRANT TAG BOLT
37	828.03	HYDRANT TAG BOLT
38	828.10	HYDRANT TAG BOLT
39	826.35	HYDRANT TAG BOLT
40	826.54	HYDRANT TAG BOLT
41	824.74	HYDRANT TAG BOLT



NOTE:
 PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL ALSO VERIFY HORIZONTAL CONTROL BY FIELD CHECKING SEVERAL CONTROL POINTS AND SHALL IMMEDIATELY NOTIFY MCMAHON OF ANY DISCREPANCIES.

VERTICAL DATUM:
 ELEVATIONS ARE REFERENCED TO NGS DATA:
 CONTROL POINT NAME: 4J53
 POINT ID: DE7567 NAVD 88 DATUM
 BY GPS OBSERVATION TO ELEVATION = 828.05 (2012 ADJUSTMENT)
 LEVEL LOOP PER FIELD BOOK 1511 PAGES 30-31 & DIGITAL LEVEL LOOP.
 REFERENCED TO MCM PROJECT C0023-09-2000286.06
 FIELD BOOK 1511 PAGES 47-50

HORIZONTAL DATUM:
 COORDINATES ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR WINNEBAGO COUNTY NAD83 (91)

McMAHON ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE NEENAH, WI 54956

Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025

PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

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NO.	DATE	REVISION

DESIGNED: BTH

DRAWN: RRS

PROJECT NO. L0906-09-24-00497

DATE: JUNE 2024

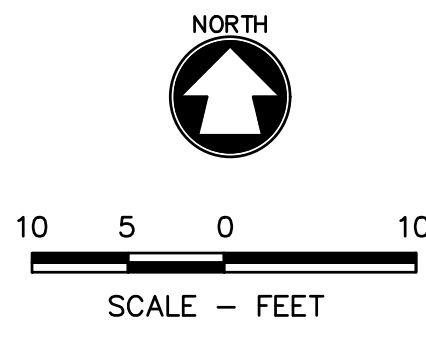
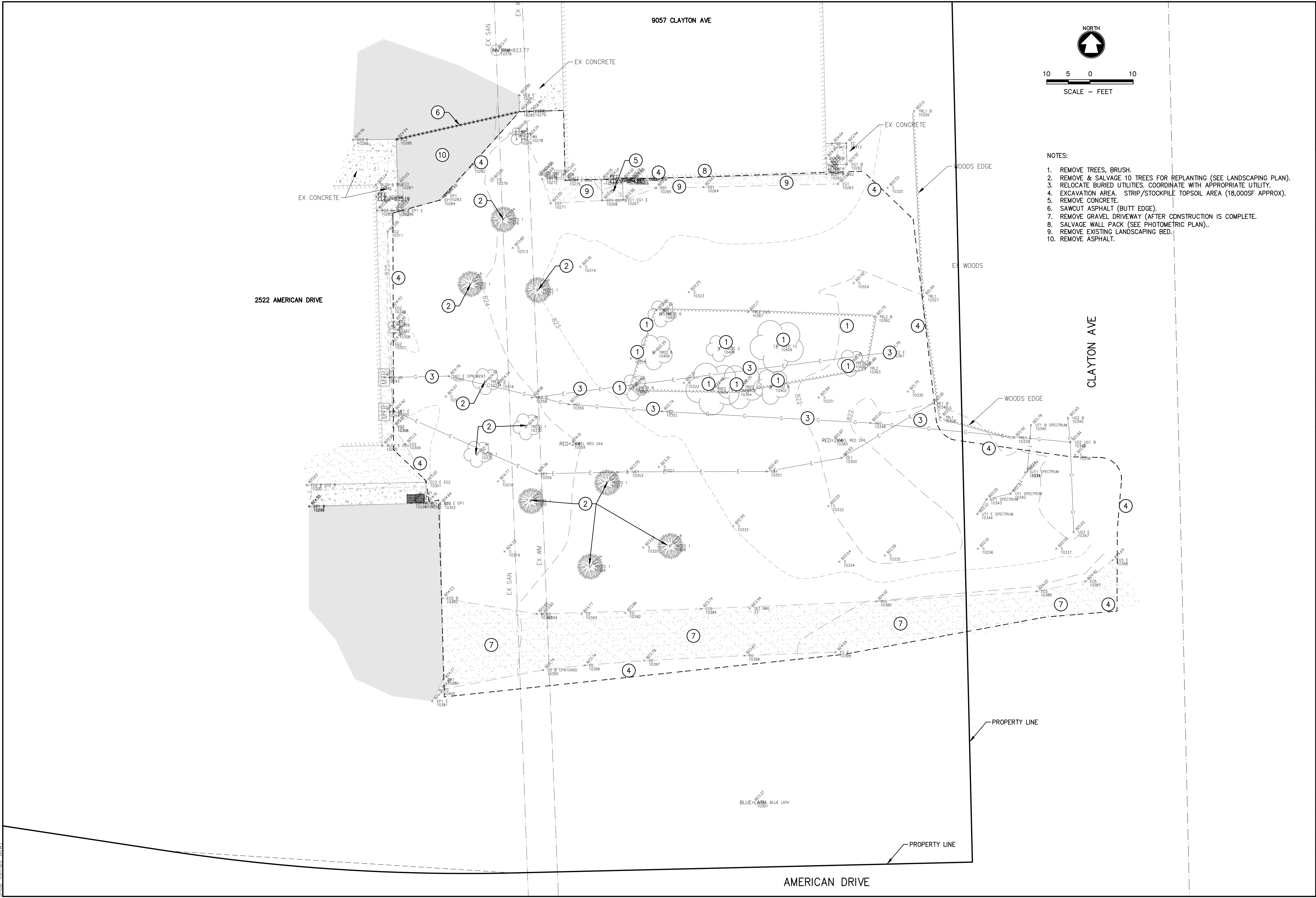
SHEET NO. 02

TRIDENT HOLDINGS LLC - 2024 BUILDING ADDITION

TOWN OF CLAYTON, WINNEBAGO COUNTY, WI

SURVEY CONTROL

38



- NOTES:
1. REMOVE TREES, BRUSH.
 2. REMOVE & SALVAGE 10 TREES FOR REPLANTING (SEE LANDSCAPING PLAN).
 3. RELOCATE BURIED UTILITIES. COORDINATE WITH APPROPRIATE UTILITY.
 4. EXCAVATION AREA. STRIP/STOCKPILE TOPSOIL AREA (18,000SF APPROX).
 5. REMOVE CONCRETE.
 6. SAWCUT ASPHALT (BUTT EDGE).
 7. REMOVE GRAVEL DRIVEWAY (AFTER CONSTRUCTION IS COMPLETE).
 8. SALVAGE WALL PACK (SEE PHOTOMETRIC PLAN).
 9. REMOVE EXISTING LANDSCAPING BED.
 10. REMOVE ASPHALT.

McMAHON
ENGINEERS ARCHITECTS

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Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

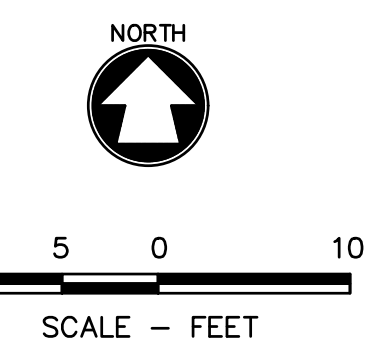
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NO.	DATE	REVISION

TRIDENT HOLDINGS LLC - 2024 BUILDING ADDITION
TOWN OF CLAYTON, WINNEBAGO COUNTY, WI
EXISTING SITE & DEMOLITION PLAN

DESIGNED BTH	DRAWN CKA
PROJECT NO. L0906-09-24-00497	
DATE JUNE 2024	
SHEET NO. 03	

blombin, W:\PROJECTS\092400497\CADD\Civil3D\Plan Sheets\proposed site.dwg, 04 proposed site & dimensions, Plot Date: 7/10/2024 3:30 PM, xrefis: (x-exist topo trident holdings, x-all points trident holdings, x-exist shodertrident holdings, x-proposed shade trident holdings, x-proposed linework trident holdings, lammers_shop_comps.dwg)



- NOTES:
1. 60'x60' BUILDING ADDITION
 2. CONCRETE
 3. ASPHALT
 4. LANDSCAPING RETAINING WALL
 5. SERVICE DOOR
 6. GARAGE DOOR
 7. SALVAGED WALL PACK (SEE PHOTOMETRIC PLAN)
 8. BOLLARD (APPROXIMATE LOCATION)
 9. NEW LANDSCAPING AT BUILDING (SEE LANDSCAPING PLAN)
 10. NEW LAWN & AREA LANDSCAPING (SEE LANDSCAPING PLAN)
 11. NEW BUILDING ADDITION DOWNSPOUT (UNDERGROUND)
 12. NEW BUILDING ADDITION DOWNSPOUT (OVERLAND)

<p>TRIDENT HOLDINGS LLC - 2024 BUILDING ADDITION TOWN OF CLAYTON, WINNEBAGO COUNTY, WI PROPOSED SITE & DIMENSIONS</p>	
DESIGNED #	DRAWN #
PROJECT NO. L0906-09-24-00497	
DATE JUNE 2024	
SHEET NO. 04	
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NOTES:

T=TREES; S=SHRUB; E=EVERGREEN; B=B=BALLED IN BURLAP; B.R.=BARE ROOT; P=POTTED; T.S.= TREE SPADE.

THE LAYOUT OF THE PLANTING AND LOCATION OF PLANT HOLES OR BEDS SHALL BE STAKED BY THE CONTRACTOR SUBJECT TO ENGINEER/ ARCHITECTS APPROVAL.

ALL PLANTING AREAS TO BE FREE OF WEEDS AND GRASS, TREATED WITH A NON-LEACHING PRE-EMERGENT HERBICIDE, PREEN OR EQUAL, PER MANUFACTURER'S SPECIFICATIONS AND COVERED WITH TYPAR 3301 OR SUPAC 2P AND THEN WITH 4" OF STONE MULCH, FREE OF WEEDS AND DISEASE, AND MATCHING EXISTING STONE MULCH. THE MULCH SHALL BE 1"-1 1/2" DIA). THE MULCH SHALL BE RAKED TO PRODUCE A UNIFORM TEXTURE. SUBMIT SAMPLES OF STONE MULCH TO ENGINEER/ARCHITECT FOR APPROVAL.

SEE THIS PAGE FOR PLANTING AND STAKING DETAILS.

AREAS TO BE PAVED, SEEDED, AND BEDDED ARE INDICATED ON THE PLANS.

PLANT QUANTITIES INDICATED ON THE PLAN RULE OVER QUANTITIES ON THE PLANTS LIST.

CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND UTILITIES, PRIVATE AND PUBLIC, PRIOR TO DIGGING PITS FOR NEW TREES. CONTACT DIGGERS HOTLINE FOR UTILITY LOCATES.

ALL PLANTS TO BE SIZED AND GRADED AS RECOMMENDED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. IN THE USA STANDARD FOR NURSERY STOCK.

PLANT SUBSTITUTIONS PERMISSIBLE WITH ENGINEER/ARCHITECT AND TOWN APPROVAL AND WRITTEN NOTIFICATION PRIOR TO INSTALLATION.

PLASTIC OR METAL POTS TO BE REMOVED. SCORE ROOTBALL 1" DEEP WITH SHARP KNIFE. REMOVE TOP PORTION OF FIBER POT THAT EXTENDS ABOVE FINISH GRADE AND CUT SIDES OF POT TO AID IN DECOMPOSITION.

ALL LAWN AREAS TO BE SEEDED, FERTILIZED AND PROTECTED WITH WILDLIFE FRIENDLY EROSION MAT.

MATURE TREES SHOULD BE LINED UP TO PROVIDE A SEVEN FOOT UNDERCLEARANCE.

SEE EROSION CONTROL PLAN FOR EROSION MAT AND SPECIAL RESTORATION INFORMATION.

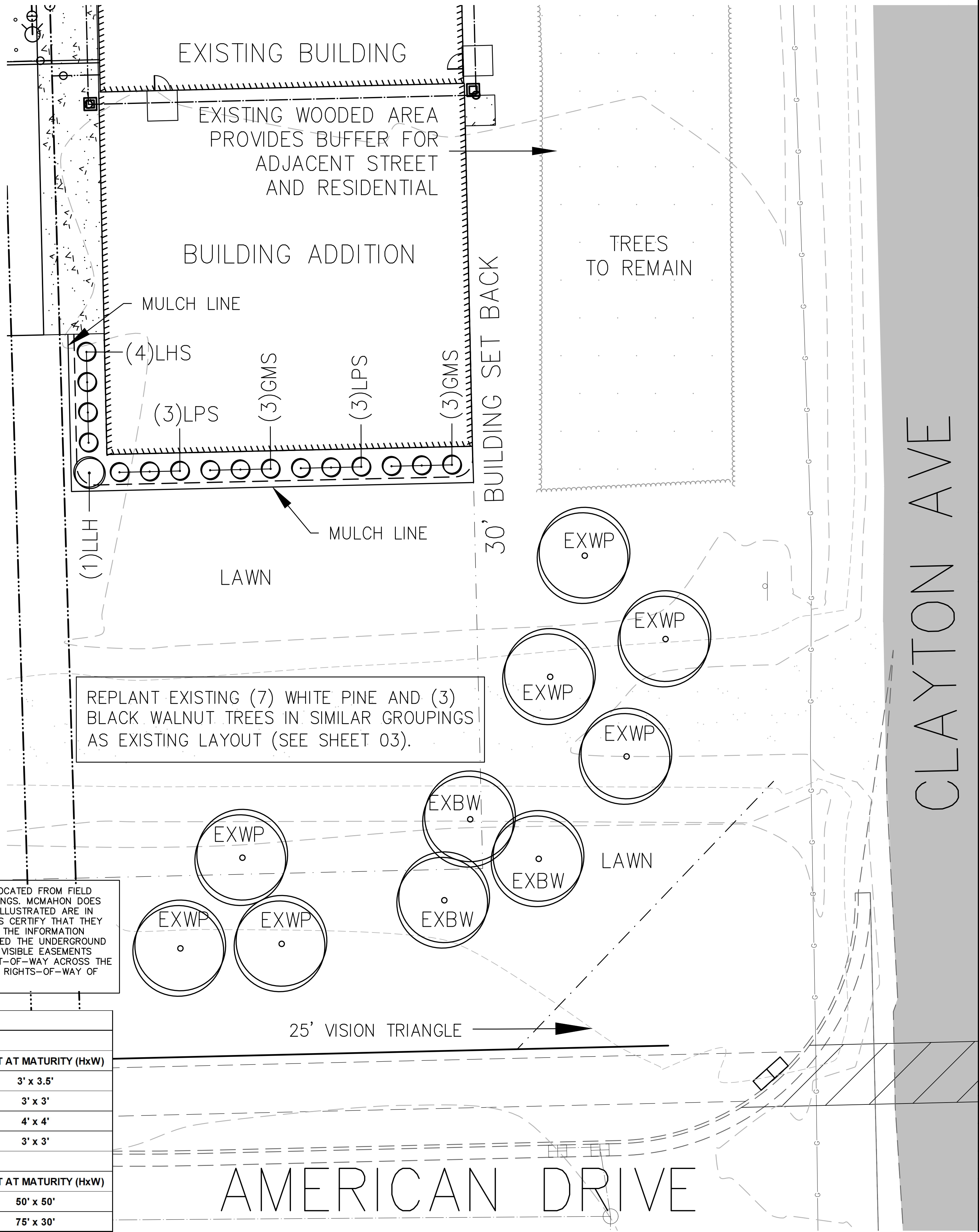
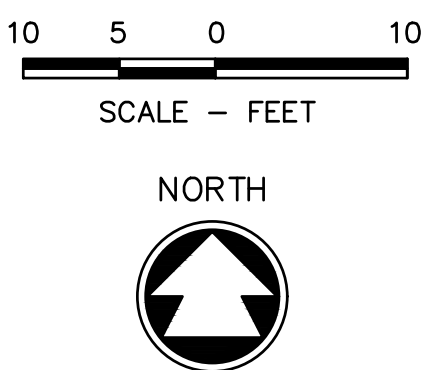
LOCATE TREES AWAY FROM THE PROPOSED SWALES & UTILITIES.

ALL PLANTING BED EDGES SHALL BE EDGED WITH DIAMOND BLACK ROYAL POLY BED EDGING OR EQUAL, FORMED IN LINES OR CURVES AS SHOWN ON THE DRAWINGS.

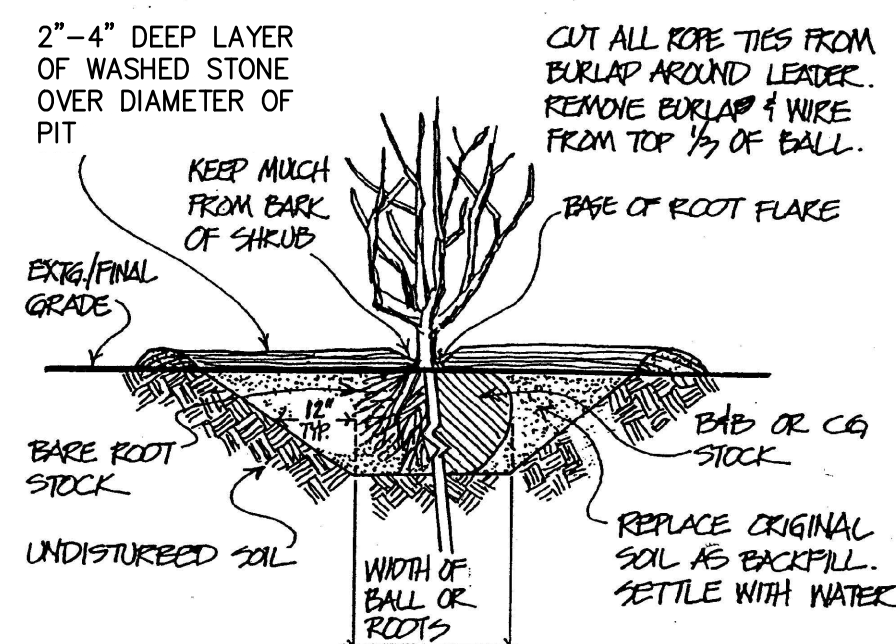
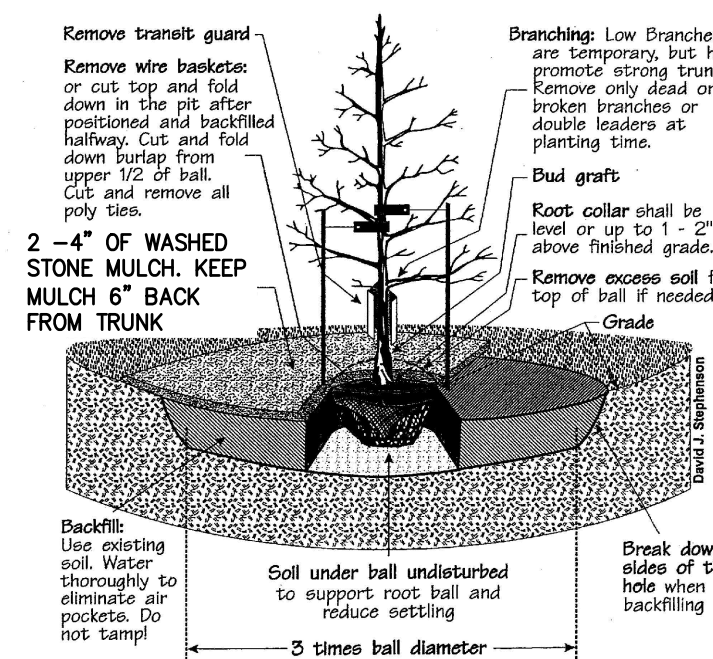
RESTORE ALL DISTURBED AREAS AROUND PERIMETER OF SITE WITH LAWN.

TOWN OF CLAYTON ZONING NOTES:

- PER SECTION J(1)(b)(1) OF THE LANDSCAPE DESIGN STANDARDS, THIS LANDSCAPE PLAN IS TO BE REVIEWED AS AN ALTERNATIVE LANDSCAPE DESIGN, AS EXISTING MATURE TREES ARE TO BE USED TO HELP ACHIEVE THE TOWN REQUIREMENTS.
- PER SECTION G(e)(1)(b), THE BUILDING ADDITION IS APPROXIMATELY 3,630 SF. THE AMOUNT OF GROUNDS LANDSCAPING THAT IS REQUIRED AMOUNTS TO 1 TREE AND 4 SHRUBS.
 - APPROX. 100 EXISTING TREES REMAIN ON THE PROPERTY. PER THE ALLOWED SUBSTITUTIONS OF 1 SHADE TREE FOR 10 SHRUBS, THE EXISTING VEGETATION MEETS THE GROUNDS LANDSCAPING REQUIREMENT.
- PER SECTION G(e)(2)(b) BUILDING LANDSCAPING FOR ZONE B REQUIRES 100% OF BUILDING FACADE FACING PUBLIC STREETS TO BE IN A MINIMUM 6' WIDE MULCHED BED THAT CONTINUES AROUND THE CORNERS OF THE BUILDING A DISTANCE OF 25% OF THE LENGTH OF THE SIDE WALL.
 - THE EAST BUILDING FACADE IS SCREENED FROM THE STREET BY EXISTING MATURE VEGETATION. THE SOUTH BUILDING FACADE HAS A 6' WIDE MULCHED BED THAT EXTENDS AROUND THE CORNER ALONG THE WEST FACADE FOR 33% OF ITS LENGTH.



Proper Tree Planting Diagram



SHRUB PLANTING DETAIL TO SCALE

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING RECORD DRAWINGS. MCMAHON DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES ILLUSTRATED ARE IN THE EXACT LOCATION INDICATED ALTHOUGH IT DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. MCMAHON HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. EXCEPT SHOWN HEREON, THERE ARE NO VISIBLE EASEMENTS BENEFITING OR BURDENING THE PREMISES OR RIGHT-OF-WAY ACROSS THE LAND OR ANY OTHER UNRECORDED EASEMENTS OR RIGHTS-OF-WAY OF WHICH MCMAHON HAS BEEN ADVISED.

PLANTING SCHEDULE

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	ROOT CONDITION	SIZE AT PLANTING	HEIGHT AT MATURITY (HxW)
SHRUB DECIDUOUS						
GMS	6	Spiraea japonica 'Goldmound'	Goldmound Spirea	Potted	18"	3' x 3.5'
LHS	4	Itea virginica 'Sprich'	Little Henry Sweetspire	Potted	18"	3' x 3'
LLH	1	Hydrangea pan. 'Little Lime'	Little Lime Hydrangea	Potted	18"	4' x 4'
LPS	6	Spiraea japonica 'Little Princess'	Little Princess Spirea	Potted	18"	3' x 3'
RELOCATED TREES						
EXBW	3	Juglans nigra	Black Walnut	Existing	Existing	50' x 50'
EXWP	7	Pinus strobus	White Pine	Existing	Existing	75' x 30'

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

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NO.	DATE	REVISION
2	5/20/22	SITE, GRADING, UTILITY, STORMWATER & BLDG REVISIONS

TRIDENT HOLDINGS LLC - 2024 BUILDING ADDITION
TOWN OF CLAYTON, WINNEBAGO COUNTY, WI
LANDSCAPE PLAN

DESIGNED ###	DRAWN ###
PROJECT NO. L0906-09-24-00497	
DATE JUNE 2024	
SHEET NO. 06	

EROSION & SEDIMENT CONTROL PLAN

CONTACT INFORMATION:

OWNER:
 TRIDENT HOLDINGS LLC
 ATTN: BARRY GILL
 501 S. NICOLET RD
 APPLETON, WI 54914
 PHONE: (920) 840-4112

DESIGNER:
 McMAHON ASSOCIATES
 P.O. BOX 1025
 NEENAH, WI 54957-1025
 BEN HAMBLIN, PROJECT ENGINEER
 PHONE: (920) 751-4200

BEST MANAGEMENT PRACTICES:

THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING, MAINTAINING AND REMOVING BEST MANAGEMENT PRACTICES IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR) TECHNICAL STANDARDS. THESE STANDARDS MAY BE FOUND ON THE DNR WEBSITE AT <http://www.dnr.state.wi.us/org/water/wm/nps/stormwater/techstds.htm>. RIP-RAP AND DE-WATERING SHALL COMPLY WITH THE WISCONSIN CONSTRUCTION SITE BMP HANDBOOK UNTIL TECHNICAL STANDARDS 1061 AND 1065 ARE COMPLETED BY THE DNR. THE MINIMUM BEST MANAGEMENT PRACTICES SPECIFIED FOR THIS PROJECT ARE AS FOLLOWS:

- | | |
|--|---|
| <input type="checkbox"/> LAND APPLICATION OF POLYACRYLAMIDE (1050) | <input type="checkbox"/> DE-WATERING (1061) |
| <input type="checkbox"/> WATER APPLICATION OF POLYMERS (1051) | <input type="checkbox"/> DITCH CHECK (1062) |
| <input checked="" type="checkbox"/> NON-CHANNEL EROSION MAT (1052) | <input type="checkbox"/> SEDIMENT TRAP (1063) |
| <input type="checkbox"/> CHANNEL EROSION MAT (1053) | <input type="checkbox"/> SEDIMENT BASIN (1064) |
| <input type="checkbox"/> VEGETATIVE BUFFER (1054) | <input type="checkbox"/> RIP-RAP (1065) |
| <input type="checkbox"/> SEDIMENT BALE BARRIER (1055) | <input type="checkbox"/> CONSTRUCTION DIVERSION (1066) |
| <input checked="" type="checkbox"/> SILT FENCE (1056) | <input type="checkbox"/> GRADING PRACTICES (1067) |
| <input checked="" type="checkbox"/> TRACKOUT CONTROL (1057) | <input checked="" type="checkbox"/> DUST CONTROL (1068) |
| <input type="checkbox"/> MULCHING (1058) | <input type="checkbox"/> TURBIDITY BARRIER (1069) |
| <input checked="" type="checkbox"/> SEEDING (1059) | <input type="checkbox"/> SILT CURTAIN (1070) |
| <input type="checkbox"/> STORM DRAIN INLET PROTECTION (1060) | |

THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING CONSTRUCTION ACTIVITIES AND IMPLEMENTING BEST MANAGEMENT PRACTICES TO DO THE FOLLOWING TO THE MAXIMUM EXTENT PRACTICABLE:

- PRESERVE EXISTING VEGETATION WHERE POSSIBLE. TEMPORARILY STABILIZE EXPOSED SOILS THAT WILL NOT BE ACTIVE FOR 30 DAYS OR MORE. POLYACRYLAMIDE, MULCHING, SEEDING AND GRAVELING MAY BE USED TO TEMPORARILY STABILIZE EXPOSED SOILS.
- DIVERT CLEAR WATER AWAY FROM EXPOSED SOILS USING CONSTRUCTION DIVERSIONS.
- MANAGE SHEET FLOW THAT IS NOT CONTROLLED WITH A SEDIMENT TRAPPING DEVICE. SILT FENCE IS USED TO MANAGE SHEET FLOW. GRADING PRACTICES MAY BE USED TO SUPPLEMENT THE SILT FENCE.
- MANAGE CONCENTRATED FLOW WITH SEDIMENT TRAPPING DEVICES. STORM DRAIN INLET PROTECTION AND A SEDIMENT BASIN ARE USED TO MANAGE CONCENTRATED FLOW. POLYMERS ARE USED FOR THE SEDIMENT BASIN TO ENHANCE TRAPPING.
- MINIMIZE THE AMOUNT OF SOIL EXPOSED AT ANY ONE TIME.
- PROTECT INLETS FROM RECEIVING SEDIMENT WITH STORM DRAIN INLET PROTECTION.
- PREVENT TRACKING OF SEDIMENT ONTO ROADS AND PAVED SURFACES USING TRACKING PADS AND/OR TIRE WASHING. MINIMIZE TRACKING AT ALL SITE EXITS AND ENTRANCES.
- CLEANUP OFFSITE SEDIMENT DEPOSITS AT THE END OF EACH WORK DAY & BEFORE A RAIN.
- MANAGE THE USE, STORAGE AND DISPOSAL OF CHEMICALS, CEMENT, CONCRETE AND OTHER COMPOUNDS AND MATERIALS TO PREVENT THEIR DISCHARGE INTO THE DRAINAGE SYSTEM.
- STABILIZE DRAINAGE WAYS AND EROSION DISCHARGE LOCATIONS WITH CHANNEL EROSION MAT, MULCHING, SEEDING, DITCH CHECKS & RIP-RAP AS SOON AS POSSIBLE.
- PERMANENTLY STABILIZE EXPOSED SOILS WITH NON-CHANNEL EROSION MAT, MULCHING AND SEEDING AS SOON AS POSSIBLE.
- CONTROL AND MINIMIZE DUST FROM VEHICULAR TRAFFIC AND WIND EROSION. PRESERVING VEGETATION, MULCHING, SEEDING, WATERING, GRADING PRACTICES, POLYACRYLAMIDE, SOIL STABILIZERS, CHLORIDES, & BARRIERS MAY BE USED FOR DUST CONTROL.
- PREVENT THE DISCHARGE OF SEDIMENT AS PART OF DE-WATERING. GEOTEXTILE BAGS, SEDIMENT TANKS, SEDIMENT TRAPS, SEDIMENT BASINS, AND FILTRATION SYSTEMS MAY BE USED FOR DE-WATERING. POLYMERS ARE TO BE USED TO ENHANCE SEDIMENT TRAPPING.
- SOIL TYPES ON THE PROPERTY, PER NRCS SOIL MANUAL, IS HORTONVILLE SILT LOAM (HrB), A TYPE "C" SOIL AND MANAWA SILTY CLAY LOAM (MaA), A TYPE "D" SOIL. DEPTH TO GROUNDWATER IS >THAN 5'.

EROSION CONTROL NOTES

- THIS PLAN COVERS SITE GRADING, UTILITY CONSTRUCTION AND PARKING LOT CONSTRUCTION.
- OBTAIN A STREET EXCAVATION PERMIT FOR ALL WORK WITHIN THE PUBLIC RIGHT OF WAY. OBTAIN AN EROSION & SEDIMENT CONTROL PERMIT PRIOR TO COMMENCING LAND DISTURBING ACTIVITIES.
- EROSION CONTROL PLAN DESIGN CRITERIA, STANDARDS AND SPECIFICATIONS: ALL EROSION CONTROL MEASURES SHALL AT A MINIMUM, COMPLY WITH THE DESIGN CRITERIA, STANDARDS, AND SPECIFICATIONS FOR EROSION CONTROL BASED ON ACCEPTED DESIGN CRITERIA, STANDARDS, AND SPECIFICATIONS IDENTIFIED IN THE LATEST EDITION OF THE DEPARTMENT OF NATURAL RESOURCES' TECHNICAL STANDARDS AND BY THE REQUIREMENTS OF THE TOWN OF CLAYTON EROSION CONTROL ORDINANCE. AS INDIVIDUAL PRACTICES FROM WI-DNR CONSTRUCTION SITE BMP HANDBOOK ARE PUBLISHED AS WI-DNR TECHNICAL STANDARDS, THE STANDARD SHALL GOVERN.
- THE CONTRACTOR SHALL NOTIFY THE TOWN & COUNTY AT LEAST 2 DAYS PRIOR TO THE START OF SOIL DISTURBING ACTIVITIES.
- BUILDING/PAVING PERMITS WILL BE WITHHELD UNTIL ALL INITIAL EROSION CONTROL PRACTICES ARE IMPLEMENTED AND APPROVED BY THE TOWN & COUNTY EROSION CONTROL INSPECTOR.
- EROSION & SEDIMENT CONTROL PRACTICES SHALL BE CONSTRUCTED OR INSTALLED BEFORE LAND DISTURBING CONSTRUCTION ACTIVITIES BEGIN. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE DURATION OF CONSTRUCTION UNTIL THE SITE IS STABILIZED BY VEGETATION OR OTHER APPROVED MEANS. FINAL STABILIZATION ACTIVITIES SHALL COMMENCE WHEN LAND DISTURBING ACTIVITIES CEASE & FINAL GRADE HAS BEEN REACHED ON ANY PORTION OF THE SITE.
- ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE AS TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
- CONSTRUCTION ENTRANCES UTILIZING 3" CLEAR STONE SHALL BE MAINTAINED AT ALL CONSTRUCTION ENTRANCES TO THE SITE. THE ROCK DRIVE SHALL BE A MINIMUM OF 12 INCHES THICK AND BE A MINIMUM OF 50 FEET IN LENGTH BY THE WIDTH OF THE DRIVEWAY.
- ON-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
- ALL SEDIMENT LADEN WATER PUMPED FROM THE SITE SHALL BE TREATED BY A TEMPORARY SEDIMENT BASIN OR BE FILTERED BY OTHER APPROVED MEANS. WATER SHALL NOT BE DISCHARGED IN A MANNER THAT CAUSES EROSION OF THE SITE OR RECEIVING CHANNELS. DEWATERING TO MEET THE REQUIREMENTS OF DNR TECHNICAL STANDARD 1061.
- DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREA, INCLUDING SOIL STOCKPILES LET INACTIVE FOR MORE THAN 10 DAYS, SHALL AT A MINIMUM BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHERS METHODS APPROVED BY THE CITY OF APPLETON EROSION CONTROL INSPECTOR. STRAW MULCH SHALL BE ANCHORED BY "CRIMPING" THE STRAW INTO THE SOIL.
- WASTE MATERIAL GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO A RECEIVING WATER OR STORM SEWER SYSTEM.
- IN THE CASE OF LATE SEASON AND WINTER CONSTRUCTION, RESTORATION/LAND-SCAPING OF THE SITE SHALL ALL OCCUR NO LATER THAN JUNE 1 OF THE NEXT CONSTRUCTION SEASON. EROSION CONTROL MEASURES SHALL REMAIN INTACT UNTIL FINAL RESTORATION OF THE SITE IS COMPLETE. FABRIC INSIDE THE INLET AND CATCH BASIN GRATING SHALL BE REMOVED AS SOON AS FREEZING WEATHER EROSION CONTROL PRACTICES REMOVED OR DAMAGED DUE TO WINTER WEATHER SHALL BE REPLACED IN THE SPRING IMMEDIATELY AFTER THE THAW.
- EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF THE WORK DAY.
- INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5 INCHES OR MORE AND MAKE NEEDED REPAIRS.
- TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED AT THE CONCLUSION OF CONSTRUCTION AFTER STABILIZATION OF DISTURBED SOIL HAS OCCURRED.
- ADJACENT STREET INLETS SHALL BE PROTECTED WITH WISDOT TYPE D-M INLET PROTECTION. INLET PROTECTION SHALL BE REMOVED WHEN DISTURBED AREAS FLOWING TO THE INLET ARE RESTORED OR HAVE OTHER PROTECTIVE MEASURES IN PLACE.
- FILLED/DISTURBED OUTLOTS SHALL BE SEEDED WITHIN 10 DAYS AFTER GRADES HAVE BEEN REACHED.
- SILT FENCE AND OTHER EROSION CONTROL DEVICES THAT ARE TEMPORARILY REMOVED FOR CONSTRUCTION ACTIVITY MUST BE REPLACED AS SOON AS THOSE ACTIVITIES ARE COMPLETED.
- CONTRACTOR IS RESPONSIBLE FOR REMOVING AND DISPOSING OF EROSION CONTROL DEVICES ONCE CONSTRUCTION IS COMPLETED AND VEGETATION HAS BEEN ESTABLISHED.
- AIRBORNE DUST SHALL BE CONTROLLED BY WATERING ALL DISTURBED SOIL AREAS AND GRAVEL DRIVES WHERE WHEEL TRAFFIC IS PRESENT AND MOISTURE CONTENT OF THE SURFACE IS LOW ENOUGH TO ALLOW DUST EMISSION.

INSPECTION & MAINTENANCE:

CONSTRUCTION INSPECTION & MAINTENANCE PLAN

ALL TEMPORARY AND PERMANENT EROSION AND SEDIMENT CONTROLS SHALL BE INSPECTED BY THE CONTRACTOR EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A PRECIPITATION EVENT OF 0.5 INCHES OR GREATER. CONTRACTOR SHALL MAINTAIN WEEKLY WRITTEN REPORTS OF ALL INSPECTIONS AS NECESSARY TO MEET THE TOWN & COUNTY ORDINANCE, UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND RECEIVED FINAL ACCEPTANCE FROM THE TOWN & COUNTY. LOGS ARE TO BE KEPT ON SITE, AND SHALL INCLUDE THE FOLLOWING:

- TIME, DATE AND LOCATION OF INSPECTION.
- PERSONNEL COMPLETING THE INSPECTION.
- CURRENT PHASE OF THE CONSTRUCTION AT THE TIME THE INSPECTION IS OCCURRING.
- SPECIFIC ASSESSMENT OF EROSION CONTROL DEVICES.
- SPECIFIC DESCRIPTION OF MAINTENANCE OR REPAIR REQUIRED ON THE EROSION CONTROL DEVICES.
- DATE AND TIME WHEN THE REQUIRED MAINTENANCE OR REPAIRS WERE MADE.

CONTRACTOR SHALL INSPECT EROSION AND SEDIMENT CONTROLS FOR STRUCTURAL DAMAGE, EROSION, SEDIMENT ACCUMULATION, OR ANY OTHER UNDESIRABLE CONDITION. CONTRACTOR SHALL REPAIR ANY DAMAGED STRUCTURES PRIOR TO THE END OF THE WORKING DAY. SEDIMENT SHALL BE REMOVED FROM EROSION CONTROL DEVICES WHEN THE DEPTH OF SEDIMENT HAS ACCUMULATED TO ONE HALF THE HEIGHT OF THE DEVICE. ERODED OR TRACKED SEDIMENT SHOULD BE CLEANED FROM ROADWAYS BEFORE THE END OF THE BUSINESS DAY ON WHICH IT ACCUMULATED.

IN ADDITION TO THESE REQUIREMENTS, THE CONTRACTOR IS REQUIRED TO MEET ALL ADDITIONAL TOWN OR COUNTY REQUIREMENTS AS STATED ON PERMITS AND ON THE CONSTRUCTION PLAN SHEETS.

AMENDMENTS:

THE CONTRACTOR IS RESPONSIBLE FOR AMENDING THE EROSION & SEDIMENT CONTROL PLAN IF: THERE IS A CHANGE IN CONSTRUCTION, OPERATION OR MAINTENANCE AT THE SITE WHICH HAS THE REASONABLE POTENTIAL FOR THE DISCHARGE OF POLLUTANTS; THE ACTIONS REQUIRED BY THE PLAN FAIL TO REDUCE THE IMPACTS OF POLLUTANTS CARRIED BY CONSTRUCTION SITE RUNOFF; OR IF THE TOWN OR COUNTY NOTIFIES THE APPLICANT OF CHANGES NEEDED IN THE PLAN. THE TOWN & COUNTY SHALL BE NOTIFIED 5 WORKING DAYS PRIOR TO MAKING CHANGES TO THE PLAN.

THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING OR REPLACING BEST MANAGEMENT PRACTICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES BY THE END OF THE WORK DAY. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING BEST MANAGEMENT PRACTICES TEMPORARILY REMOVED FOR CONSTRUCTION ACTIVITY AS SOON AS THOSE ACTIVITIES ARE COMPLETED. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING AND DISPOSING OF TEMPORARY BEST MANAGEMENT PRACTICES AFTER CONSTRUCTION IS COMPLETE AND PERMANENT VEGETATION IS ESTABLISHED.

KEY NOTES

CONSTRUCTION EROSION & SEDIMENT CONTROL PRACTICES

The following erosion and sediment control practices apply only to the proposed site development at American Drive & Clayton Ave. Site development equipment that is expected to be used will include backhoes, front end loaders and bulldozers.

All erosion and sediment control practices shall be in accordance with the Wisconsin Construction Site Technical Standards. Erosion and sediment control practices shall be in place prior to disturbing the site. Erosion and sediment control practices that may be used for this project are described as follows:

- Clear Stone, Hay Bale or Manufactured Ditch Check** - Purpose is to reduce runoff velocity in channels, ditches, or swales in order to allow larger sediment particles to settle.
- Rip-Rap Protection** - Rip-rap and filter fabric prevent scour and erosion from occurring within streams, channels, ditches, swales, culvert outlets, or storm sewer outlets.
- Silt Fence** - Purpose is to intercept and detain sheet flow runoff from disturbed areas for sufficient time to allow larger sediment particles to settle out.
- Construction Entrance** - Construction entrances reduce the amount of mud transported onto public roads by vehicles, equipment, and storm water runoff.
- Street Sweeping** - Street sweeping collects mud that is transported onto public roads by vehicles, equipment and storm water runoff.
- Mulching** - Purpose is to reduce erosion by dissipating raindrop impact energy and reducing sheet flow velocity. Mulching also fosters grass seed growth. Mulching shall be performed within 7 days of the end of active soil disturbance.
- Seeding** - Purpose is to stabilize disturbed areas by planting grass seed in order to minimize erosion and reduce runoff velocity. Seeding shall be performed within 7 days of the end of active soil disturbance.
- Erosion Blankets** - Erosion blankets protect disturbed slopes and ditches from erosion.

ANTICIPATED CONSTRUCTION GRADING & EROSION CONTROL PLAN

This sequence is approximate. Days are measured as calendar days, not working days. Work tasks could be done concurrently.

- Hold preconstruction conference.
- Install gravel construction entrance and erosion control provisions as shown on the plan. (Days 1-2, Sept 3-4)
- Contact the town and county to notify them that the site grading is to begin and erosion control is installed. (Day 3, Sept 5)
- Strip topsoil & remove trees from areas where parking lot and buildings are to be constructed. Stockpile material on site. (Days 4-8, Sept 6-10)
- Fill and rough grade site as deemed necessary by the contractor. Stockpile excess material on site. Add parking lot gravel base. Install silt fence along its edge to minimize erosion. (Day 9-11, JSept 11-13)
- Begin and finalize substantial building construction. (Days 12-40, Sept 14 - Oct 12)
- Finalize pavement construction. (Days 41-49, Oct 13-21)
- Complete fine grading and landscaping. Permanently stabilize disturbed areas, cut and fill areas, and lawn areas. (Days 50-55, Oct 22-27)

CONSTRUCTION INSPECTION & MAINTENANCE PLAN

All temporary and permanent erosion and sediment controls shall be inspected by the contractor every 7 days and within 24 hours after a precipitation event of 0.5 inches or greater. Contractor shall maintain weekly written reports of all inspections as necessary to meet the Town & County ordinances, until the site has undergone final stabilization and received final acceptance from the Town & County. Logs are to be kept on site, and shall include the following:

- Time, date and location of inspection.
- Personnel completing the inspection.
- Current phase of the construction at the time the inspection is occurring.
- Specific assessment of erosion control devices.
- Specific description of maintenance or repair required on the erosion control devices.
- Date and time when the required maintenance or repairs were made.

Contractor shall inspect erosion and sediment controls for structural damage, erosion, sediment accumulation, or any other undesirable condition. Contractor shall repair any damaged structures prior to the end of the working day. Sediment shall be removed from erosion control devices when the depth of sediment has accumulated to one half the height of the device. Eroded or tracked sediment should be cleaned from roadways before the end of the business day on which it accumulated.

In addition to these requirements, the contractor is required to meet all additional Town & County regulations as stated on permits and on the construction plan sheets.

POST CONSTRUCTION WATER QUALITY, PEAK FLOW

This site eventually drains to a navigable stream tributary to Mud Creek, which is not listed on the State's 303d list of impaired waters. The use of stormwater devices, and good housekeeping maintenance practices will help to maintain the quality of the navigable stream and Fox River:

- Biofilters are used to trap suspended and dissolved solids prior to discharge.
- Detention ponds reduce peak flow rates & erosive stormwater discharge velocities.
- Fertilizers used on the lawn during the construction restoration process, and during post construction site maintenance, are to have low/no phosphorus component. At the discretion of the owner, fertilizer should be based on a soil sample from a trusted soil scientist.

hamblin_w:\PROJECTS\10906\092400497\CADD\Civil3D\Plan_Sheets\01_Abbrev_Sym_Notes-Detail.dwg_09_erosion_control_notes_Plot_Date: 7/10/2024 3:30 PM_xref:none

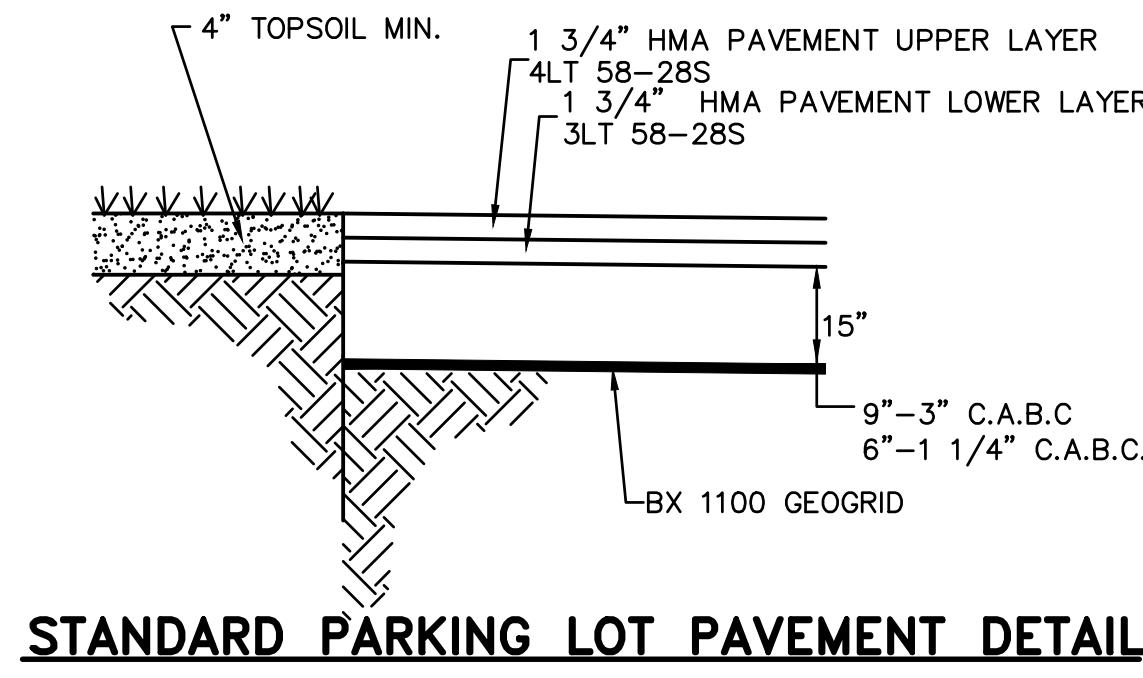
McMAHON
ENGINEERS ARCHITECTS
 McMAHON ASSOCIATES, INC.
 1445 McMAHON DRIVE NEENAH, WI 54956
 Mailing: P.O. BOX 1025 NEENAH, WI 54957-1025
 PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

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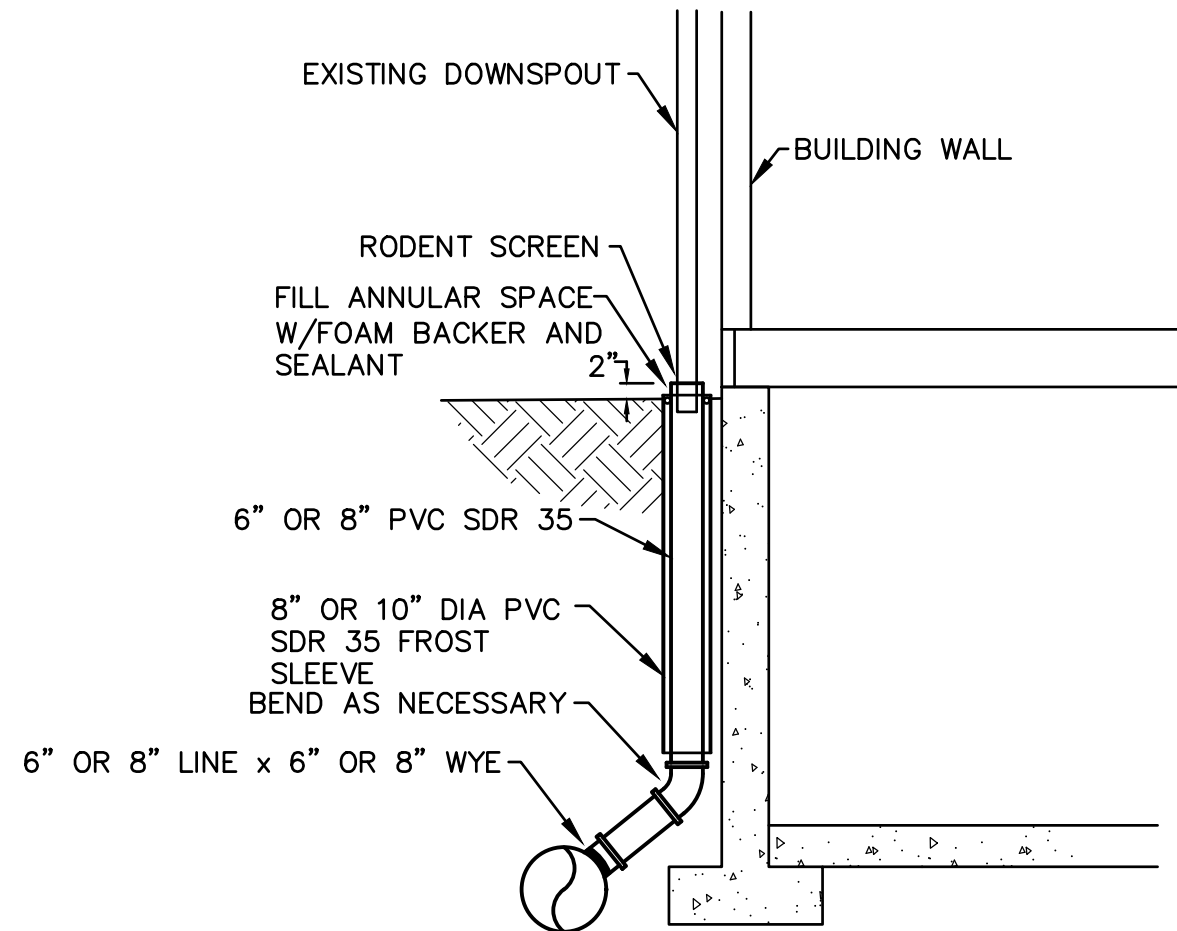
NO.	DATE	REVISION

TRIDENT HOLDINGS LLC - 2024 BUILDING ADDITION
TOWN OF CLAYTON, WINNEBAGO COUNTY, WI
EROSION CONTROL NOTES

DESIGNED ###	DRAWN ###
PROJECT NO. L0906-09-24-00497	
DATE JUNE 2024	
SHEET NO. 08	

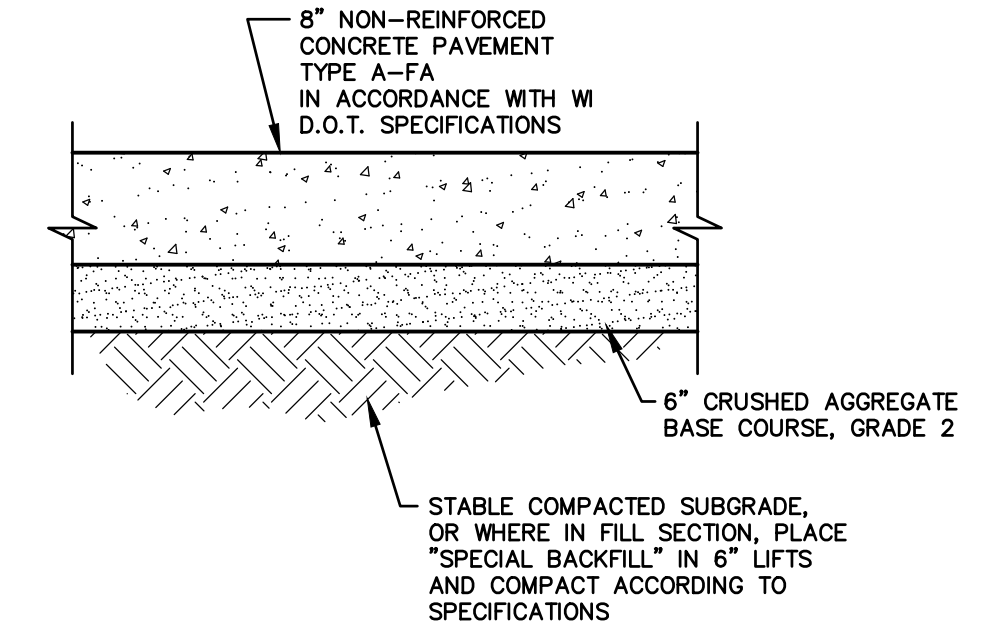


STANDARD PARKING LOT PAVEMENT DETAIL

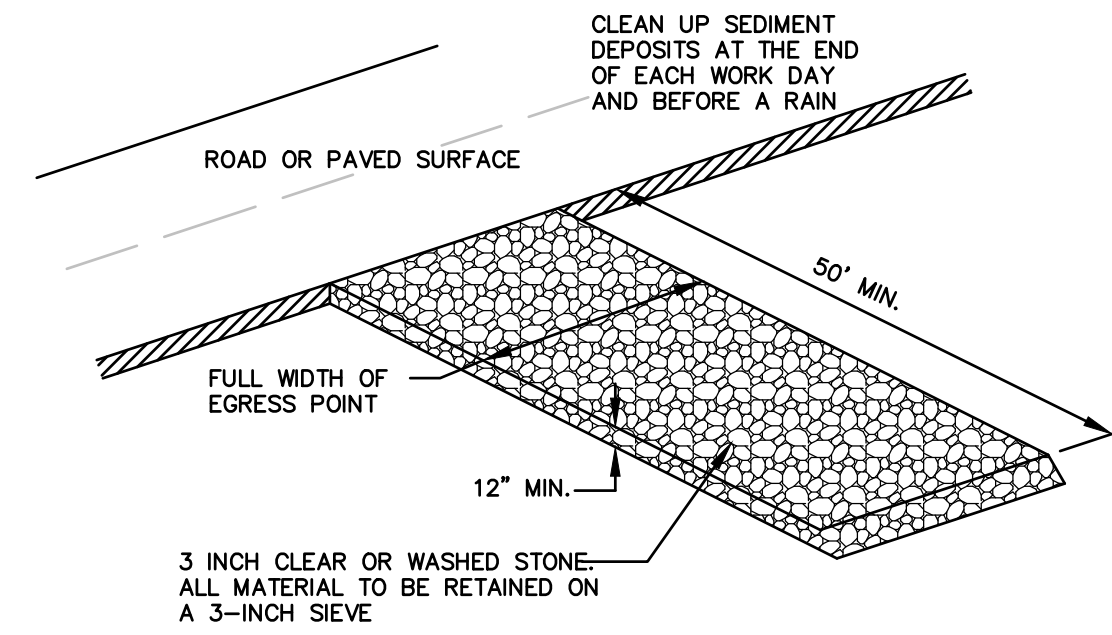


DOWNSPOUT CONNECTION

NOTE: CONTRACTOR TO VERIFY WITH INDIVIDUAL BUILDING PLUMBING PLANS, ROOF DRAINAGE PLANS.

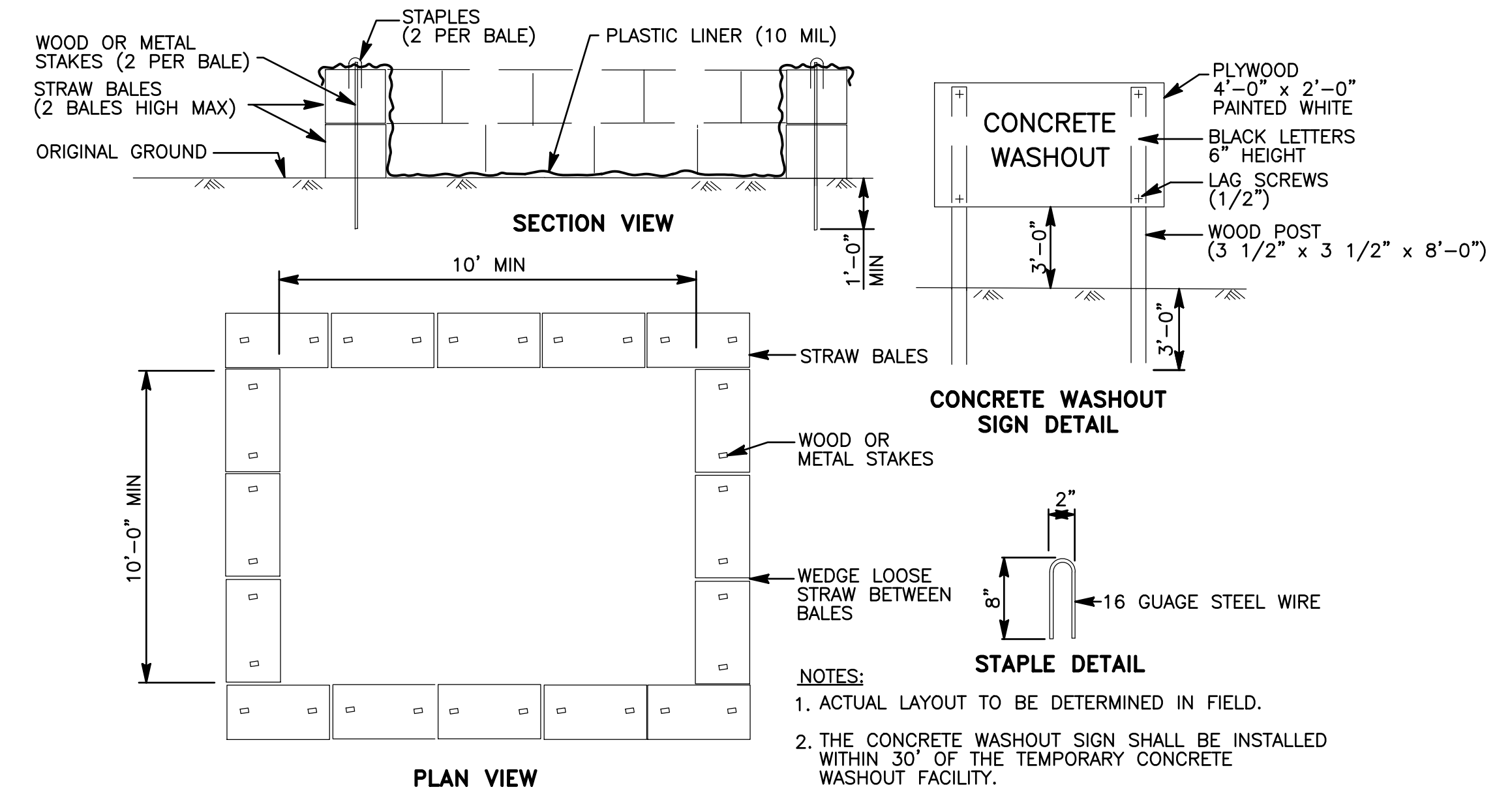


CONCRETE PAVEMENT DETAIL



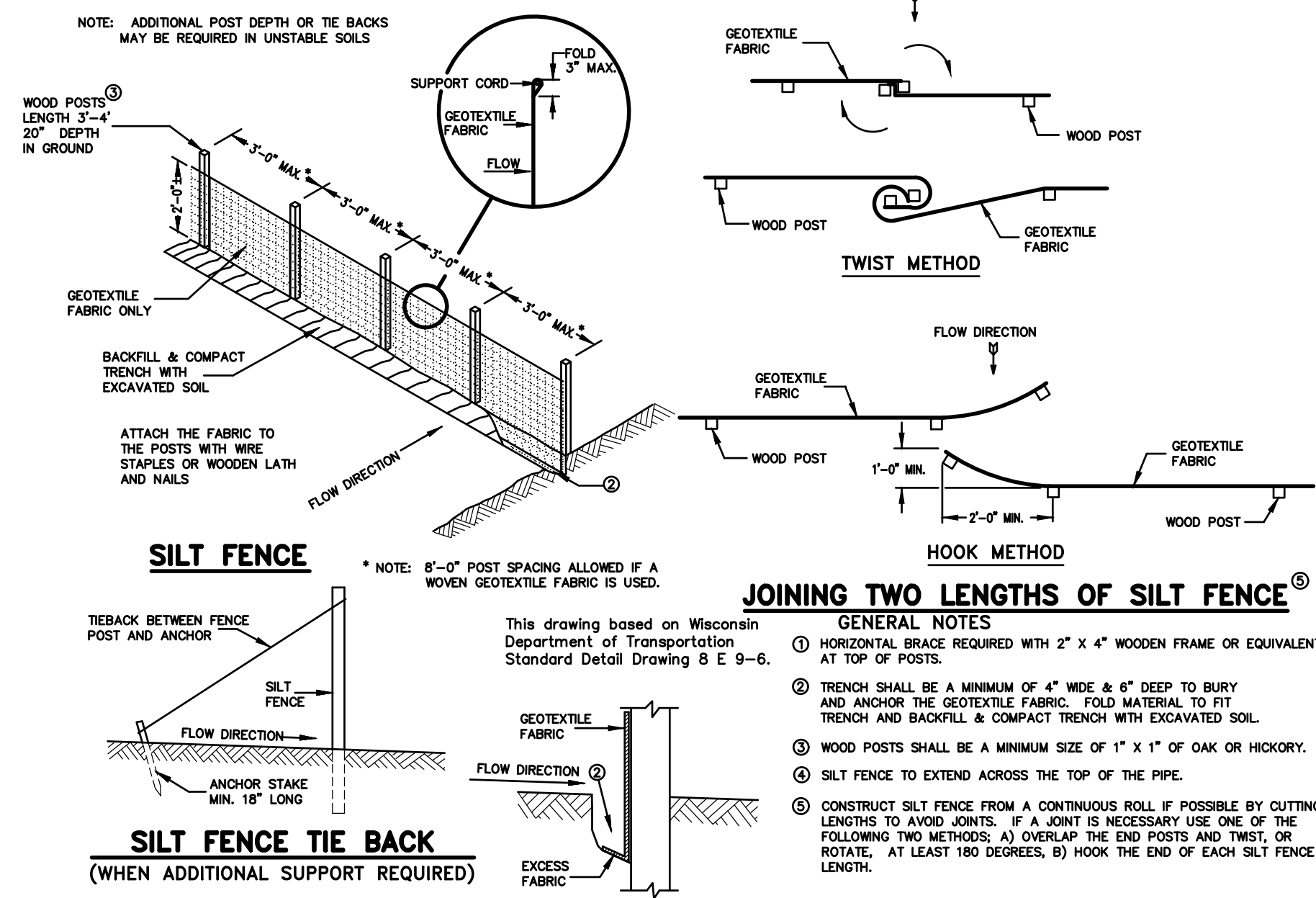
TRACKOUT CONTROL DETAIL

1. DIVERT FLOW AWAY FROM TRACKING PAD USING CULVERTS, SHALLOW TRENCH OR DIVERSION DAM.
2. ROCKS LODGED BETWEEN THE TIRES OF DUAL VEHICLES SHALL BE REMOVED PRIOR TO LEAVING THE SITE.
3. ON SITES WITH A HIGH WATER TABLE OR STURATED SOILS, INSTALL A DOT TYPE R GEOTEXTILE FABRIC UNDER STONE TRACKING PAD.
4. MAINTAIN UNTIL SITE IS PAVED/STABILIZED
5. USING A FOOD TRACKOUT SYSTEM INSTEAD OF THE STONE-BASED TRACKOUT CONTROL SYSTEM IS ACCEPTABLE.



TEMPORARY CONCRETE WASHOUT FACILITY

- NOTES:
1. ACTUAL LAYOUT TO BE DETERMINED IN FIELD.
 2. THE CONCRETE WASHOUT SIGN SHALL BE INSTALLED WITHIN 30' OF THE TEMPORARY CONCRETE WASHOUT FACILITY.



SILT FENCE

SILT FENCE TIE BACK
(WHEN ADDITIONAL SUPPORT REQUIRED)

TRENCH DETAIL

JOINING TWO LENGTHS OF SILT FENCE

- GENERAL NOTES
1. HORIZONTAL BRACE REQUIRED WITH 2" x 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.
 2. TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.
 3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1" x 1" OF OAK OR HICKORY.
 4. SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.
 5. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS: A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B) HOOK THE END OF EACH SILT FENCE LENGTH.

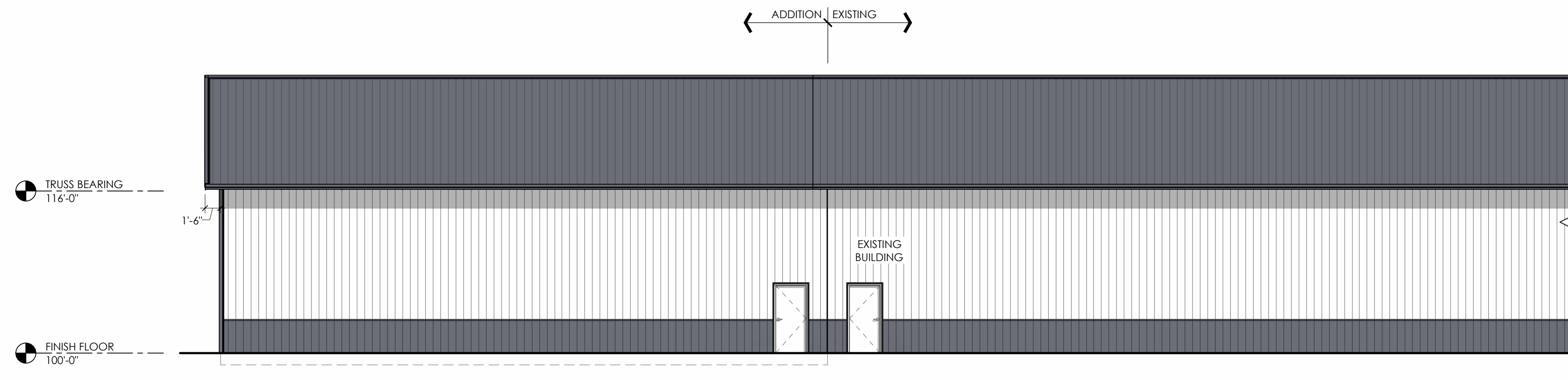
NOTE: CAN SUBSTITUTE SILT SOCKS FOR SILT FENCE.

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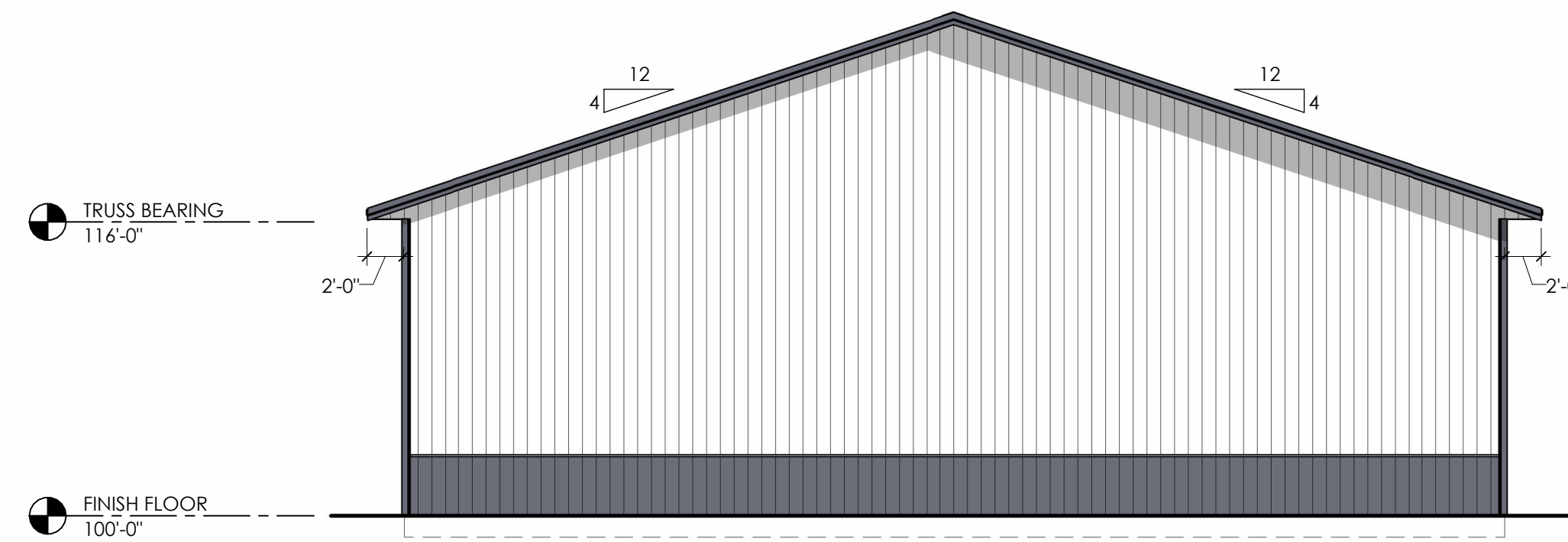
NO.	DATE	REVISION

DESIGNED BTH	DRAWN RRS
PROJECT NO. L0906-09-24-00497	
DATE JUNE 2024	
SHEET NO. 09	

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1 EAST ELEVATION
1/8" = 1'-0"

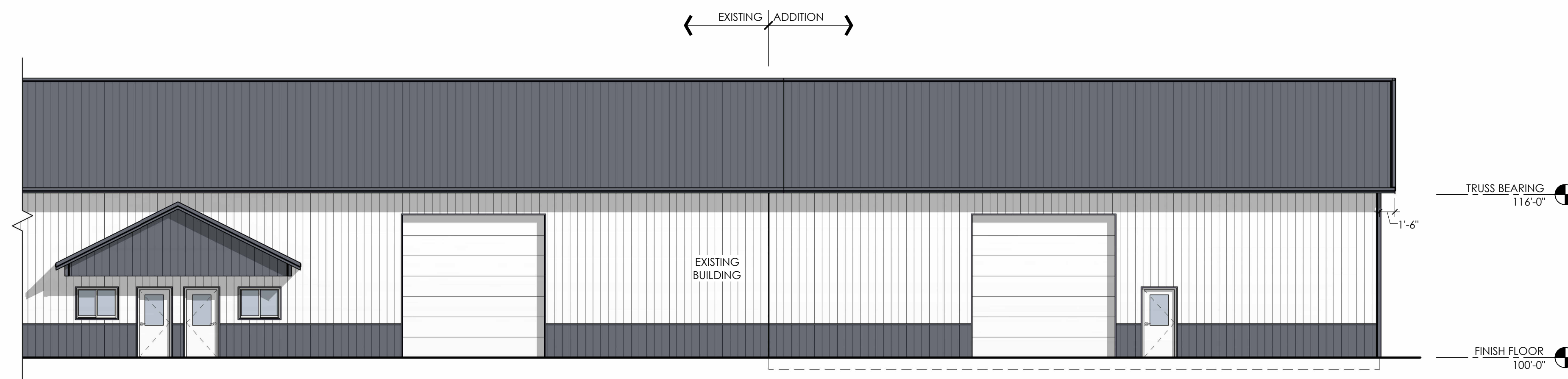


2 SOUTH ELEVATION
1/8" = 1'-0"

COLORS:

ROOF STEEL:	CHARCOAL
SIDE STEEL:	BRIGHT WHITE
WAINSCOT:	CHARCOAL
SOFFIT:	CHARCOAL
TRIMS:	CHARCOAL
DOORS:	WHITE

*COLORS MATCH EXISTING BUILDING



4 WEST ELEVATION
1/8" = 1'-0"



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NEW BLDG. 2 ADDITION FOR:
BLACK DIAMOND LLC
WEST AMERICAN DR
NEENAH, WISCONSIN 54956

TOWN OF CLAYTON
WINNEBAGO COUNTY

ISSUE RECORD:
P1 02-01-24
P2 04-11-24
IFS 04-15-24

PR = PRELIMINARY PLAN
IFS = ISSUED FOR STATE REVIEW
IFC = ISSUED FOR CONSTRUCTION

PROJECT #: 240064
SALESMAN: M. KLARNER
DRAWN BY: AWS

SHEET CONTENTS:
ELEVATIONS

A2.1

Site Map

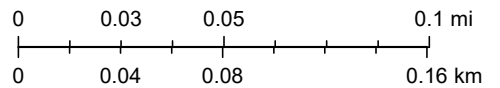
Item C.



8/6/2024, 9:46:50 AM

1:2,960

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



Winnebago County GIS, Nearmap, Imagery Date: April 2020

MEMORANDUM**Business Item D**

From: Administrator/Staff
To: Plan Commission
Re: Plan Commission review & discussion of revisions to Section 7.10.08
Dedications and Reservations within Town of Clayton Subdivision Ordinance.

As the Town continues to grow and develop, the Plan Commission agreed as a 2024 priority to begin revisions to the Subdivision Ordinance. The first section Staff has set for review and possible revision is Section 7.10.08 Dedications and Reservations.

Specifically, Staff is looking for direction regarding language outlining process and preferences relating to land dedication for recreational facilities versus fee in lieu of dedication.

Both the existing Town Ordinance section, as well as sample text found in Staff's review of other municipalities' code, have been provided. Administrator Wisnefske will be available for questions at the meeting.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

Respectfully Submitted,
Kelsey

A subdivision located outside of a sanitary district shall be designed and arranged to facilitate on-site sewage disposal systems meeting the requirements of Chapter COMM 83 of the Wisconsin Administrative Code and all applicable County ordinances.

7.10.08 DEDICATIONS AND RESERVATIONS

(1) STREETS, PEDESTRIAN TRAILS, DRAINAGE FACILITIES AND OTHER PUBLIC WAYS

Whenever a tract of land to be divided or subdivided embraces all or any part of a proposed street, recreational trail, drainage way, drainage facility or other public way which has been designated in an adopted Town plan, Town of Clayton Official Map, or if applicable, City of Neenah Official Map, such street, recreational trail, drainage way, drainage facility or other public way shall be made part of the plat and either dedicated to the Town or reserved by the subdivider in the locations and dimensions indicated on such plan or map.

(2) PARKS, PLAYGROUNDS AND PUBLIC ACCESS

Whenever a tract of land to be divided or subdivided embraces all or any part of a proposed park, playground, public access or other public land which has been designated in an adopted Town plan or Town of Clayton Official Map, or if applicable, City of Neenah Official Map, such proposed public lands shall be made a part of the plat and shall either be dedicated to the public or be reserved for acquisition at undeveloped land costs for a period not to exceed 5 years from the date of recording, unless extended by mutual agreement between the subdivider and the Town. If the reserved land is not acquired by the Town within the above time limit, the land shall be released to the owner.

(3) PUBLIC ACCESS TO NAVIGABLE WATERS

All public access to the low water mark of navigable lakes and streams required by Section 236.16(3) Wisconsin Statutes shall be at least 60 feet wide to provide sufficient areas for turning movements and parking.

(4) DEDICATION REQUIREMENTS

In order to ensure that adequate park, playground and recreational open space is provided in the Town to serve the additional need created by the division or subdivision of land, the following provisions are established:

- (a) **Land Dedication.** The subdivider shall dedicate the following percentages of the parcel to be divided or subdivided to provide for park, playground and recreational open space:

Single family zoning	6%
Two family zoning	8%
Multiple family zoning	12%
Planned Unit developments	12%

Consideration shall be given to the preservation of scenic, historic and unique environmental sites. The Town shall have the sole discretion to determine the suitability, adequacy and appropriateness of lands proposed for dedication. The Town shall retain the right to refuse any proposed dedication.

- (b) **Fee in Lieu.** In the event the Town Board deems a dedication is unsuitable, inadequate or inappropriate, for each new dwelling unit allowed by the division or subdivision a \$500.00 fee in lieu of dedication shall be paid prior to the issuance of a building permit. Any new lot created with a dwelling that existed prior to the effective date of this ordinance shall be exempt.
- (c) **Park and Recreation Escrow Account.** All in lieu payments received by the Town shall be deposited in a segregated non-lapsing fund to be used for park and recreation area development including site acquisition and related improvements.
- (d) **Part Dedication Fee Part Fee in Lieu.** In the event the Town Board deems a land dedication suitable in part but not suitable, adequate or appropriate for the entire percentage required in subparagraph (a), the Town Board may approve a dedication for less than the required percentage of the parcel. The portion so dedicated shall be valued at pre-development per acre acquisition costs or as established by the Town Assessor. The value of the portion dedicated shall be credited to the required fee in lieu amount in subparagraph (b) divided by the number of lots.

7.10.09 HOMEOWNERS' ASSOCIATIONS

(1) APPLICABILITY

The Town may, in its discretion, require the creation of a Homeowners' Association for all lot owners in the subdivision plat as a condition of final plat approval.

(2) ASSOCIATION REQUIREMENTS

A Homeowners' Association shall be responsible for the ownership and maintenance of any common open spaces and any outlot containing a drainage facility. A Homeowners' Association shall be responsible for the maintenance of any drainage facilities and drainage easements within the subdivision plat. The Homeowners' Association shall be created and operated under the following provisions:

- (a) The subdivider shall submit all documentation in connection with the creation of a Homeowners' Association and its powers, duties and responsibilities for Town review prior to final plat approval.
- (b) The Association shall be created as a separate legal entity by the subdivider with its bylaws, organization and responsibilities contained in a document recorded with the County Register of Deeds.

Village of Hobart, WI
Friday, August 9, 2024

Chapter 163. Fees

Article II. Fee in Lieu of Land Dedication

§ 163-9. Fee in lieu of donation.

- A. Where, in the discretion of the Village Board, there is no land suitable for public use within the proposed subdivision or the donation of land would not be compatible with the Village's Comprehensive Development Plan, or the Village Board determines that a cash contribution would better serve the public interest, the Village staff shall recommend to the Village Board that the developer pay a fee in lieu of making the required land donation. In case of a certified survey map, the Village staff shall make its recommendation to the Planning and Zoning Commission.
- B. Where a fee-in-lieu-of-land system is used, the developer shall pay to the Village a fee of \$300 per lot created for single- and two-family subdivisions, or \$300 per dwelling unit for multifamily subdivisions. The same standard shall apply when any combination of single-family, two-family and multifamily are proposed in the same subdivision.
- C. The Village Board may recommend the developer satisfy the requirements by combining land donation with fee payments. The fee in such cases shall be determined by subtracting the fair market value of the donated land from the total fee which would have been imposed had no land been donated by the developer. The fair market value shall be determined by the Village Assessor.
- D. All funds so collected by the Village shall be deposited as "Special Fund for the Acquisition and Development of Public Sites, Recreation Areas, Open Spaces and Greenways" (Park Special Fund), and such funds so levied and collected shall be used to pay a portion of capital costs for such purposes, at such places, and in such manner as shall be approved, ordered and directed by the Village upon recommendation by the Village Board. Any and all interest accumulated upon such funds shall be added to the special fund and be similarly designated.
- E. All fees provided for herein are required to be paid on or before the date of the Village's final plat approval or approval of the certified survey map.

MEMORANDUM**Business Item E**

From: Administrator/Staff

To: Plan Commission

Re: Plan Commission review & discussion of revisions to the Town of Clayton Zoning Ordinance Land Use Matrix specifically regarding Backyard Chickens and Short-Term Rental Units.

The current land use matrix requires, in many cases, residents apply for, and be granted a conditional use permit to have backyard chickens in the Town. Staff has received feedback that the process is cumbersome and prohibitive. Creating a standalone Backyard Chicken ordinance with permits to be issued by Staff is an idea being explored. Discussion and direction from the Plan Commission are being sought to gauge if this is an idea that would have more than Staff-only support.

Secondarily, the short-term rental process received similar feedback and is being considered for a standalone ordinance with permits to be issued by Staff for future.

Staff is requesting the Plan Commission review the provided samples and offer feedback regarding a change to our current process and inclusion in the Zoning Ordinance.

DISCUSSION ITEM ONLY – NO ACTION TO BE TAKEN

Respectfully Submitted,
Kelsey

ORDINANCE NO. 2022-02**An Ordinance Designating Fees In Lieu of Park Land**

The Common Council of the City of Cedarburg, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 14-1-84 of the Code of Ordinances of the City of Cedarburg is hereby amended as follows:

SEC. 14-1-84 FEES IN LIEU OF LAND.

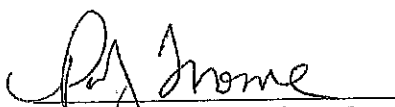
If the proposed subdivision does not encompass a proposed public park, parkway or other open space lands, or if the Plan Commission requires the reservation of land as set forth in this Section, a fee for the acquisition of public sites to serve the future inhabitants of the proposed subdivision or certified survey map shall be paid to the City Clerk at the time of first application for approval of a final plat of said subdivision, or certified survey map, or part thereof, in the amount of \$802.33 for each proposed single-family dwelling unit within the plat and \$532.89 for each proposed multi-family dwelling unit. For Community Based Residential Facilities (CBRFs) the fee for acquisition of public sites shall be \$532.89 per unit. Public site fees collected by the City Treasurer under the provisions of this Article shall be placed in non-lapsing special funds for City parks and shall be separate from the General Fund of the City, and said special fund shall be used exclusively for the acquisition and development of park, recreation and other open space areas.

SECTION 2. Section 14-1-100(g) entitled **ADMINISTRATIVE AND OTHER FEES** of the Code of Ordinances is hereby amended as follows:

- (g) **Public Site Fee.** If the subdivision does not contain lands to be dedicated as required in this Chapter, the Common Council shall require a fee for the acquisition and development of public sites to serve the future inhabitants of the proposed subdivision. Said fee shall be paid to the City Clerk at the time of first application for approval of a final plat of said subdivision in the amount of \$802.33 for each single-family dwelling unit within the plat and \$532.89 for each multi-family dwelling unit. For Community Based Residential Facilities (CBRFs) the fee for acquisition and development of public sites shall be \$532.89 per unit. Public site fees shall be placed in a separate Service District Fund by the City Clerk to be used only for the acquisition and development of park sites which will serve the proposed subdivision. Said fund shall be established on the basis of the service area of existing or proposed park facilities.

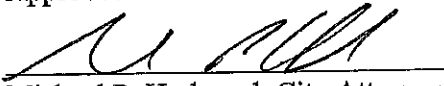
SECTION 3. This ordinance shall take effect on March 9, 2022 upon publication as provided by law.

Passed and adopted this 28th day of February, 2022.


Patricia Thome, Acting Mayor

Attest:

Tracie Sette, City Clerk

Approved as to form:

Michael P. Herbrand, City Attorney

Ordinance No. 2022-07

AN ORDINANCE TO CREATE A NEW SECTION 7-1-26, RENUMBER AND AMEND THE PENALTIES SECTION 7-1-27 AND RESERVE ADDITIONAL SECTIONS FOR FUTURE USE OF THE CODE OF ORDINANCES OF THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, RELATING TO KEEPING OF CHICKENS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

The Village Board of the Village of Caledonia, Racine County, Wisconsin, do ordain as follows:

1. That Section 7-1-26 of the Code of Ordinances for the Village of Caledonia be, and hereby is, created to read as follows:

"SEC. 7-1-26 KEEPING OF CHICKENS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS

- A. **When Hens Allowed.** Within the jurisdictional limits of the Village, Hens are allowed by permit under this Section on property zoned single family residential that also contains an occupied single-family dwelling if kept in compliance with this Section. This ordinance is adopted under the Village's police power for the health, safety and welfare of its residence and for the protection of property.
- B. **Definitions.**
 - (1) **Chicken.** "Chicken" shall mean in this Section to include both Hens and Roosters generally.
 - (2) **Hen.** "Hen" shall mean in this Section a female Chicken.
 - (3) **Rooster.** "Rooster" shall mean in this Section a male Chicken.
- C. **Prohibitions.**
 - (1) **Roosters Not Allowed.** Roosters are prohibited on property that is permitted for Hens. Note: Roosters remain restricted as livestock under Sec. 7-1-13(e) of this Chapter.
 - (2) **Slaughtering.** Slaughtering of Chickens within the jurisdictional limits of the Village of Caledonia is prohibited except on properties properly zoned and approved for such use.
 - (3) **Bird Fighting.** The raising or keeping of Chickens for fighting and the fighting of Chickens is prohibited within the Village of Caledonia as per § 951.08, Wis. Stats.
 - (4) **Business Or Commercial Use Prohibited.** Nothing herein shall

be interpreted to authorize the conduct of a business or commercial use on a residential property.

D. Requirements.

- (1) **Where allowed.** Hens are not allowed in any residential zoning district except for single-family residential districts and on property that contains an occupied single family dwelling. Hens shall not be allowed to roam freely on parcels less than 25 acres and shall be contained to Chicken coops and runs as set forth below. For parcels 25 acres and greater in size, only Chicken coops are required as set forth below.
- (2) **Maximum number of Hens.**
 - (a) Up to five (5) hens shall be allowed on parcels that are 5 acres or less in size in compliance with this ordinance.
 - (b) Up to thirty-three (33) hens shall be allowed on parcels that are greater than 5 acres in size in compliance with this ordinance.
- (3) **Feed.** All feed for Hens must be kept in airtight containers that are out of reach of wild animals.
- (4) **Coops.** Hen coops are required to house the Hens on a property in compliance with this ordinance. An accessory building permit is required for all Hen coops. A Hen coop is a building structure that provides housing/shelter for Hens and shall meet the following requirements:
 - (a) Hens must be provided at least 3 square feet of floor space each.
 - (b) A coop must have minimum dimensions of 2 feet long by two feet wide by 4 feet tall.
 - (c) There must be at least 2 nesting boxes per 5 hens.
 - (d) Coops must include elevated perches to ensure chickens are able to rest in their natural position.
 - (e) Coops must be structurally sound, insulated, moisture proof and kept in good repair.
 - (f) Coops must have vents to ensure proper ventilation during all times of the year.
 - (g) There must be a minimum of 1 foot of window for each 10 feet of wall space.

- (h) Coops must be clean, dry and kept in a neat and sanitary condition at all times and exist in a manner that will not disturb the use or enjoyment of neighboring lots due to noise, odor, or other adverse impact.
 - (i) Waste from Hens must be properly disposed of according to Sec. 7-1-10.
 - (j) During the winter months to protect from inclement weather:
 - (1) Windows must be covered with clear plastic to minimize drafts. Air vents shall be installed to ensure adequate air quality for the Hens.
 - (2) Coops must be kept at a temperature of no less than 35° F.
 - (3) Water must not be frozen in the winter.
 - (k) Coops must provide access to the chicken run, when required.
 - (l) No coop shall be located closer than 20 feet to any residential lot line on an adjacent lot. Coops (and their runs) must be located in the rear yard and must meet requirements of accessory structures under Section 16-1-1(a)(11) of this Code.
 - (m) Bedding. The material that covers the floor of a coop is commonly referred to as bedding and should be at least two inches thick. The primary function of the bedding is to absorb moisture from droppings, water spills, limit odors, and facilitate coop cleaning.
- (5) **Chicken Runs.** Unless a parcel is at least 25 acres in size, hens must have access to an outdoor fenced structure (a run) that meets the following requirements:
- (a) Each Hen shall have at least 6 square feet of space each in the run.
 - (b) Minimum dimensions - 2 feet wide by 2 feet long by 3 feet tall.

- (c) Fencing must have spacing of no more than 1 inch.
- (d) Top of the run must be covered with fencing with spacing of one inch or less.
- (e) Fencing shall be buried 1 foot under the ground if the run is not mobile.

(6) **General care requirements.** Hens must be properly cared for.

- (a) Feed must be provided daily and must be proper for Hens in accordance with § 951.13.(1), Wis. Stats.
- (b) Clean water must be provided at all times and changed daily in accordance with § 951.13. (2), Wis. Stats.
- (c) All enclosures for the keeping of Hens shall be so constructed and maintained as to prevent rats, mice, other rodents, and animals from being harbored underneath or within the enclosure.

E. **Permit; Application and Review Process.** A permit from the Village is required in order to keep Hens on property as provided for under this ordinance. Only one permit shall be issued to each parcel number. Permits expire December 31 of each year. Applications shall be made prior to December 1st of each year including for renewals. Late fees will apply after January 31st of each year

(1) Applicant shall submit the following to the Village Clerk's office:

- (a) Completed initial or renewal permit application in a form from the Village's Clerk's office.
- (b) A copy of the proof of registration of the property where Hens will be kept with the Wisconsin Department of Agriculture, Trade, and Consumer Protection.
- (c) A plan that includes a scaled drawing of the parcel showing the proposed location of the coop and run, if required. The drawing shall include dwelling units on properties within 100 feet of the proposed coop and any run location.

- (d) Fees as may be applicable
- (2) Review and Approval.
- (a) **Plan Review.** Prior to approval of the initial permit, the plan and location shall be reviewed and approved by Building Inspector or designee prior to approval of the initial Permit. Renewal applications do not require resubmission of the plan.
 - (b) **Site Inspection.** Prior to the initial permit, the intended site for the keeping of the Hens shall be inspected by the Zoning Administrator or their designee. Renewal applications do not require a site inspection if there have been no complaints and the plan has not changed.
 - (c) **Approval.** Initial and renewal permit applications shall be reviewed by the Village Clerk. The Village Clerk shall approve or deny such application or may, in their discretion, refer the application for review and action by the Legislative and Licensing Committee. Upon referral, the Legislative and Licensing Committee may approve or deny the application utilizing the same criteria under this Subsection. An “initial” application under this Section shall mean an application by a person that has not previously received a permit under this Section for the applied for location. A renewal application shall mean an application by a prior permittee for the same site with the same plans.
- F. **Application and Permit fee.** All fees under this ordinance shall be as set forth in the fee schedule as set by the Village Board by Resolution from time-to-time. The fees to be established are as follows: application fee, initial permit fee, renewal permit fee and late fee. These fees will not be prorated.
- G. **Complaints; Animal Cruelty.**
- (a) **Complaint Process; Revocation.** Any complaints about Chickens on property, whether for noncompliance, noise or nuisance, shall be made to the Village Clerk's office. Whenever the Village, through its agents or employees, upon inspection of the property complained of, finds the condition of the property to be in violation of this Section, an order shall be issued by the Zoning Administrator or their designee, to the owner of the property (and occupant if different from owner) to correct said condition within 10 days. If the order is not complied with or the requirements of this Section are not met, the Village may refuse to approve or renew a permit

under the Section. The Village may also revoke any permit granted for noncompliance after providing ten business days notice of the basis for the revocation and opportunity for hearing. Any permittee facing revocation may request a hearing before the Legislative and Licensing Committee pursuant to Title 4 of this Code. Once a permit is revoked, a permit shall not be reissued for three years. Nothing herein shall prevent the Village from issuing a citation for violation of any provisions of this Section at the time an order to correct is issued or notice of intent to revoke a permit is issued

- (b) **Animal Cruelty violations.** The following conditions are hereby determined to be animal cruelty under Sec. 7-1-18 of the Village's Code of Ordinances: noncompliance with the requirements for the care and keeping of Hens under this ordinance including inadequate food or water, dirty coop, improper temperature conditions, sick or unhealthy Hens, and improper size coop and run.
- (c) Multiple violations, meaning three or more violations of this Section are a sufficient basis for the Village's revocation of a permit, non-issuance of a permit and/or nonrenewal of a permit.”

2. That Section 7-1-26 of the Code of Ordinances for the Village of Caledonia be, and hereby is, renumbered and amended to read as follows:

"SEC. 7-1-30 PENALTIES.

- (a) Any person violating Sections 7-1-5, 7-1-15, 7-1-16, 7-1-17, 7-1-18, 7-1-19, 7-1-20, 7-1-21, 7-1-22, 7-1-23, 7-1-24, 7-1-25 and 7-1-26 shall be subject to a forfeiture of not less than Fifty Dollars (\$50.00) and not more than Two Hundred Dollars (\$200.00). This Section shall also permit the Village Attorney to apply to the court of competent jurisdiction for a temporary or permanent injunction restraining any person from violating any aspect of this Ordinance.
- (b) (1) Anyone who violates Sections 7-1-1, 7-1-2, 7-1-3, and 7-1-4 of this Code of Ordinances or Chapter 174, Wis. Stats., shall be subject to a forfeiture of not less than Twenty-five Dollars (\$25.00) and not more than Two Hundred Dollars (\$200.00) for the first offense and not less than One Hundred Dollars (\$100.00) and not more than Four Hundred Dollars (\$400.00) for any subsequent offenses.
- (2) An owner who refuses to comply with an order issued under Section 7-1-5 to deliver an animal to an officer, isolation facility or veterinarian or who does not comply with the conditions of an order that an animal be quarantined shall be fined not less than One Hundred Dollars (\$100.00) nor

more than One Thousand Dollars (\$1,000.00) or imprisoned not more than sixty (60) days or both.

- (c) Any person who violates Section 7-1-6 through, 7-1-14 of this Code of Ordinances shall be subject to a forfeiture of not less than Twenty-five Dollars (\$25.00) and not more than One Hundred Dollars (\$100.00) for the first violation and not less than Fifty Dollars (\$50.00) and not more than Two Hundred Dollars (\$200.00) for subsequent violations.
- (d) Each and every day that a violation of this Chapter exists constitutes a separate daily violation for which a separate daily penalty can be imposed."

3. That Sections 7-1-27 to 7-1-29 are reserved for future use.

4. That this ordinance shall take effect on May 16, 2022 and upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 16 day of May, 2022.

VILLAGE OF CALEDONIA

By: James R. Dobbs
James R. Dobbs, President

Attest: Joslyn Hoelert
Joslyn Hoelert, Clerk

770272.001(330) 5-11-22

ORDINANCE NO. 3591 Amended**AN ORDINANCE AMENDING CHAPTER 216, ANIMALS,
CHAPTER 433 LICENSES AND PERMITS, AND CHAPTER 720, ZONING
OF THE CODE OF THE CITY OF FOND DU LAC
REGARDING KEEPING OF CHICKENS**

The City Council of the City of Fond du Lac do ordain as follows:

Section 1. That Chapter 216-14., **Species prohibited within City.**, is hereby amended to read as follows:

§ 216-14. Species prohibited within City.

The species named in this section are by their nature or actions considered to be a public nuisance and are hereby declared to be a nuisance with the City and may not be kept by any person within the City limits: including all cattle, horses, mules and donkeys, sheep, goats and swine, and also all mink, foxes, skunks, raccoons, ducks and geese.

Section 2. That Chapter, ANIMALS, Section 216-23., **Keeping of Chickens.**, is hereby created to read as follows:

§ 216-23. Keeping of Chickens.

A. Definitions. As used in this section, the following terms shall have the meanings indicated:

CHICKEN – Shall mean a female hen or pullet.

CHICKEN TRACTOR – A movable chicken coop lacking a floor.

HENHOUSE/COOP – A structure where chickens are kept.

ROOSTER – Shall mean a male domestic fowl older than 3 months.

B. No person shall keep chickens or establish or maintain any henhouse upon any premises within the City limits without a valid permit approved by the City Clerk or his/her designee.

C. Permit.

(1) A permit shall be issued only to the primary owner(s) of record of a single family residence located in a residential district. The

property owner/permittee shall reside on the premises regulated by the permit. The propagation of chickens for commercial purposes or for any activity or purpose not related to the personal purpose of the permit holder, including fertilizer production and/or the sale of eggs, shall be prohibited.

- (2) The permit application shall include proof of registration with the Wisconsin Department of Agriculture, Trade and Consumer Protection pursuant to Section 95.51, Wis. Stats.
- (3) The permit application shall include a diagram describing the location of the henhouse in relationship to lot boundaries as required by Section 720-11, of the Code. The City Clerk or his/her designee shall review the plan with staff before issuing the permit.
- (4) Where a property is a City-designated historic site, the Historic Preservation Commission shall review the plan for a henhouse prior to the issuance of a building permit.
- (5) All permits shall be issued for a term of one year, commencing with the first day of January of each year and terminating as of 12:00 midnight on the last day of the permit period. Application for permits may be made from January 1 through March 31st of each year without a late fee. A permit that is not renewed shall be considered expired.
- (6) The permit information shall be attached to the henhouse, which shall include a name, permit number and an emergency contact telephone number.
- (7) Permit, late fee and renewal fees shall be paid in accordance with the fee schedule set by resolution of the City Council.
- (8) A permit shall expire at such time as the permittee no longer maintains chickens at the permitted address.
- (9) Revocation. A permit may be revoked by the City Clerk or his/her designee at the request of the Chief Building Inspector, Fire Inspector, Fire Chief, Police Chief, or any of their designees for the following reasons:
 - (a) Failure to comply with any of the provisions of this section of the Code.
 - (b) Where the keeping of chickens is determined to create a

nuisance as defined by Chapter 476 of the Code.

- (c) Where it is determined that the keeping of chickens is detrimental to the life or health of an adjacent property owner. A written physician's report of a medical condition is proof that it would be detrimental.
 - (d) Once revoked, a permit shall not be reissued for a two-year period.
- (10) Any applicant whose permit application has been denied or revoked under the provisions of this Ordinance shall have the right to appeal said denial.
- (11) Any permit holder who has his/her permit revoked must within 96 hours properly remove the chickens and henhouse from such property.

D. Standards.

- (1) A total of four hens and/or pullets per lot shall be permitted; roosters shall be prohibited.
- (2) The slaughter of chickens shall be prohibited.
- (3) Chickens shall be housed within a detached stationary structure used exclusively to keep hens. One henhouse shall be permitted per lot, provided that the property does not include an accessory building such as a storage shed, gazebo, or similar building. Temporary and/or moveable devices and structures, including chicken tractors, shall be prohibited.
- (4) A henhouse shall be an enclosed, predator proof and rodent-resistant, insulated structure that is adequately ventilated and sufficient in size to allow free movement of the fowl, and conform to Building Code requirements and the requirements of Section 720-11 of the Code. An outdoor covered run may be permitted when attached to and made part of a henhouse.
- (5) Chickens shall be secured within a henhouse during non-daylight hours.
- (6) Chickens may not roam free outside of a henhouse or enclosed run, or roam off of the permitted property. No dog or cat or other domesticated animal that kills a chicken off of the permitted

property will, for that reason alone, be considered a dangerous or aggressive animal.

Section 3. That Chapter 216, ANIMALS, Section 216-23., **Violations and penalties.**, is hereby renumbered as Section 216-24.

Section 4. That Chapter 433, LICENSES AND PERMITS, Section 433-1, **Licenses required.**, is hereby amended as follows:

Add Thereto:

N. Keeping of chickens. See Chapters 216 and 720.

Section 5. That Chapter 720., Zoning, Section 720-11., **Accessory buildings and uses.**, paragraph B., is hereby amended to read as follows:

B. Accessory uses shall not include the keeping, propagation or culture of poultry (except racing, homing, and show pigeons), honeybees (as allowed by §216-22), chickens (as allowed by §216-23), rabbits, livestock or other nonhousehold animals, whether or not for profit, except on such lots where the pursuit of agriculture is a permitted principal or accessory use.

Section 6. That Chapter 720, Zoning, Section 720-11., **Accessory buildings and uses.**, paragraph C.(4) Chickens., is hereby created to read as follows:

Add Thereto:

(4) Chickens: R

(a) Permit required. See § 216-23.

(b) The maximum size of a henhouse shall not exceed 12 square feet. The area of a henhouse shall include the footprint of the structure and any cantilevered area that extends beyond the footprint.

(c) The maximum size of a covered run shall not exceed 12 square feet.

- (d) The maximum height of a henhouse, including the area of a covered run, shall not exceed 8 feet.
- (e) Henhouse construction shall utilize a building design and materials suitable for a residential district. The use of corrugated metal, sheet metal, plastic, pallets, scrap materials, and/or similar materials shall be prohibited. The re-use of storage containers, vehicles or parts thereof, and similar objects for a henhouse shall be prohibited.
- (f) No henhouse or henhouse and outdoor run shall be located within 15 feet of any side and/or rear lot line, and/or be sited to obstruct an existing drainage course or create a drainage problem for the property on which it is situated or for any neighboring property.
- (g) Any henhouse or henhouse and outdoor run that is abandoned or its use discontinued for the keeping of chickens for a period of twelve (12) months shall be removed from the premises by the property owner. Modification of a henhouse or henhouse and outdoor run for some other use shall not be permitted.

Section 7. That Chapter 720, Section 720-11., **Accessory buildings and uses.**, paragraph C., (4) through (27) are hereby renumbered (5) through (28).

Section 8. Any person violating the provisions of this Ordinance shall be subject to the penalty provided in Section 216-24., and Section 1-4., of the Code.

Section 9. The appropriate City officials are hereby authorized and directed to take such action as is necessary to effectuate the terms of this Ordinance.

Section 10. All other ordinances and resolutions inconsistent with the provisions of this Ordinance are hereby repealed.

Section 11. This Ordinance shall take effect and be in force upon its passage and publication as provided by law.

ADOPTED:

Lee Ann Lorrigan

Lee Ann Lorrigan, President
Fond du Lac City Council

OCTOBER 28, 2015

Attest:

Margaret Heftner

Margaret Heftner, City Clerk

City Attorney:

Reviewed *DSPH*

CHICKEN KEEPING PERMIT APPLICATION

January 1st-December 31st

A chicken keeping permit is required to keep and, maintain or allow than four (4) hens on an owner-occupied lot located in a residential zoning district within the City of Fond du Lac as specified in Chapter 216, Animals, Chapter 433, Licenses and Permits and Chapter 720, Zoning of the Code of the City of Fond du Lac.

Subdivisions and/or Homeowners' associations may have restrictions/covenants on chicken keeping. Applicants are encouraged to contact their homeowners' association to confirm that chicken keeping is an allowed activity.

APPLICANT/PROPERTY OWNER INFORMATION

Applicant: _____ Date: _____

Property Owner: _____

Address (where chickens are to be kept): _____

Mailing Address (if different): _____ Zip: _____

Contact # _____ E-mail: _____

LICENSING FEES

Licensing fee is \$50 for up to four (4) hens *(Make checks payable to City of Fond du Lac)*

REGULATIONS FOR KEEPING CHICKENS

Total number of hens to be kept: _____ *(a maximum of four chickens are allowed per residential lot.)*

You must provide the following with your application:

- Proof of registration with the State of Wisconsin Dept. of Agriculture, Trade & Consumer Protection (WI Statute 95.51) register online at <http://www.wiid.org/> or phone WLIC at 888-808-1910
- Scaled Site Plan/Zoning approved by Inspection, Fire & Community Development departments.
- Drawing or photograph of hen house, including materials and colors.
- Proof of Property Ownership.

QUESTIONS REGARDING YOUR PROPERTY

- Are you in a flood plain?
- Is your property designated as a Historic site?
- Do you have any accessory buildings (i.e. storage shed, gazebo or similar building?)

REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

*I hereby certify that I am the owner of record of the subject property. I hereby declare, under penalty of perjury, that this application and all attachments thereto are true, correct, and complete to the best of my knowledge. In submitting the signed application, I acknowledge that it is my responsibility to comply with the terms and conditions of a Chicken Keeping Permit issued pursuant to Chapter 216, Animals, Chapter 433, Licenses and Permits and Chapter 720, Zoning of the Code of the City of Fond du Lac as referenced in the application. I further understand and acknowledge that Chapter 216, the Code of the City of Fond du Lac grants a right of inspection to enter upon the premises where chicken keeping has been permitted to ensure all requirements of the Code are being met by the permittee, that a Chicken Keeping Permit is valid as long as the property owner remains the same, the permit may be revoked if the permittee is convicted of one or more violation(s) of the Code of the City of Fond du Lac and Chicken Keeping Permits are not transferrable. **Denials and/or revocations of permits may be appealed in writing to the City Manager within 20 days of receipt of the denial or revocation.***

Applicant Signature

Date

Application Submittal Requirements

1. **Application fee:** \$50.00
A chicken keeping permit is valid from January 1st through December 31st. The annual permit must be renewed each year. The permit renewal period is from January 1st through March 31st. A late fee of \$25.00 will be charged for a permit renewed after March 31.
2. **Site plan:** A site plan of the property must be provided with the application. The site plan (sketch) must show all of the existing buildings on the property, including a detached garage, storage building, gazebo, playhouse, etc. The site plan must show the proposed location of the henhouse and an outdoor covered run if one is provided, the size of the henhouse and enclosed run, and henhouse height. Show the distance from the henhouse/enclosed run to the side and rear lot lines of the property.
3. **Statement of Compliance:** A signed statement from the applicant that s/he has reviewed and will comply with the provisions and requirements of the City of Fond du Lac Code Chapters 216, 433, and 720 pertaining to chickens.
4. **Henhouse:** Provide a drawing or photograph to show the building design and appearance of the henhouse, including colors and materials.
5. **Proof of registration** with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection pursuant to Section 95.51, Wis. Stats.
6. **Proof of property ownership:** Provide current tax bill to verify that the applicant(s) is the owner and occupant of the property to be licensed.
7. **Floodplain:** If the property is located within a floodplain, additional regulations may apply to the location and construction of the henhouse. Floodplain information can be found online through Fond du Lac County's GIS system at <http://gisweb.fdlco.wi.gov/fonddulacs/> or by contacting Community Development at (920)322-3440.
8. **Historic Preservation:** If the property is locally designated as a historic property, the proposed henhouse and its location require Historic Preservation Commission review and approval. To find out if the property is locally designated, check out the list of City Designated Historic Sites at <https://www.fdl.wi.gov/departments.iml?DeptID=10&DeptPage=102> or by calling Community Development at (920) 322-3440.
9. **Accessory Buildings:** Properties may only have a garage and one additional accessory structure (storage shed, gazebo, similar building, henhouse). A chicken keeping permit will not be issued for any property that has an existing storage shed, gazebo or similar building.
10. **Variance:** If a property was granted a variance in the past by the Board of Appeals, the conditions of the variance may prohibit or limit accessory structures on the property.

Regulations for Chicken Keeping
FOR COMPLETE REGULATIONS REFER TO ORDINANCE NO. 3591

1. A permit shall be issued only to the primary owner(s) of record of a single family residence located in a residential district. The permittee must reside on the premises regulated by the permit.
2. The propagation of chickens for commercial purposes or for any purpose not related to the personal use of the permit holder is prohibited; this includes fertilizer production and/or the sale of eggs.
3. Roosters shall be prohibited.
4. No person shall slaughter any chickens on the premises regulated by the permit.
5. Chickens shall be housed within a detached stationary structure used only for hens.
6. One henhouse shall be permitted per lot, provided that the property does not include a storage shed, gazebo or other similar building.
7. Temporary and/or moveable devices and structures – including chicken tractors – shall be prohibited.
8. Chickens shall be secured within a henhouse during non-daylight hours.
9. Chickens may not roam free outside of a henhouse or enclosed run.
10. The maximum size of a henhouse shall not exceed 12 square feet. The maximum size of a covered run shall not exceed 12 square feet.
11. The maximum height of a henhouse, including the area of a covered run, shall not exceed 8 feet.
12. No henhouse or henhouse and outdoor run shall be located closer than 15 feet to any side and/or rear lot line.



City of Fond du Lac Chicken Keeping Site Plan

Name (print) _____ Phone _____ - _____ - _____

Address _____ Number of hens _____

Zip Code _____ E-mail _____

1. Total square feet of coop and enclosure: _____ (Sqft.) Square feet of coop alone (<12) _____

2. Distance of enclosure to nearest habitable structure on adjoining properties (>15 feet) _____

3. Type of heating element to be used _____

4. Type of material and colors to be used on the chicken coop _____

Use the area below to sketch chicken keeping site. Include location of house, distances from lot lines, structures (garage, fences/barriers, pools, etc.)

Site Plan Approved By: Community Development _____ Inspections _____ Fire _____



SAMPLE

Item E.

City of Fond du Lac Chicken Keeping Site Plan

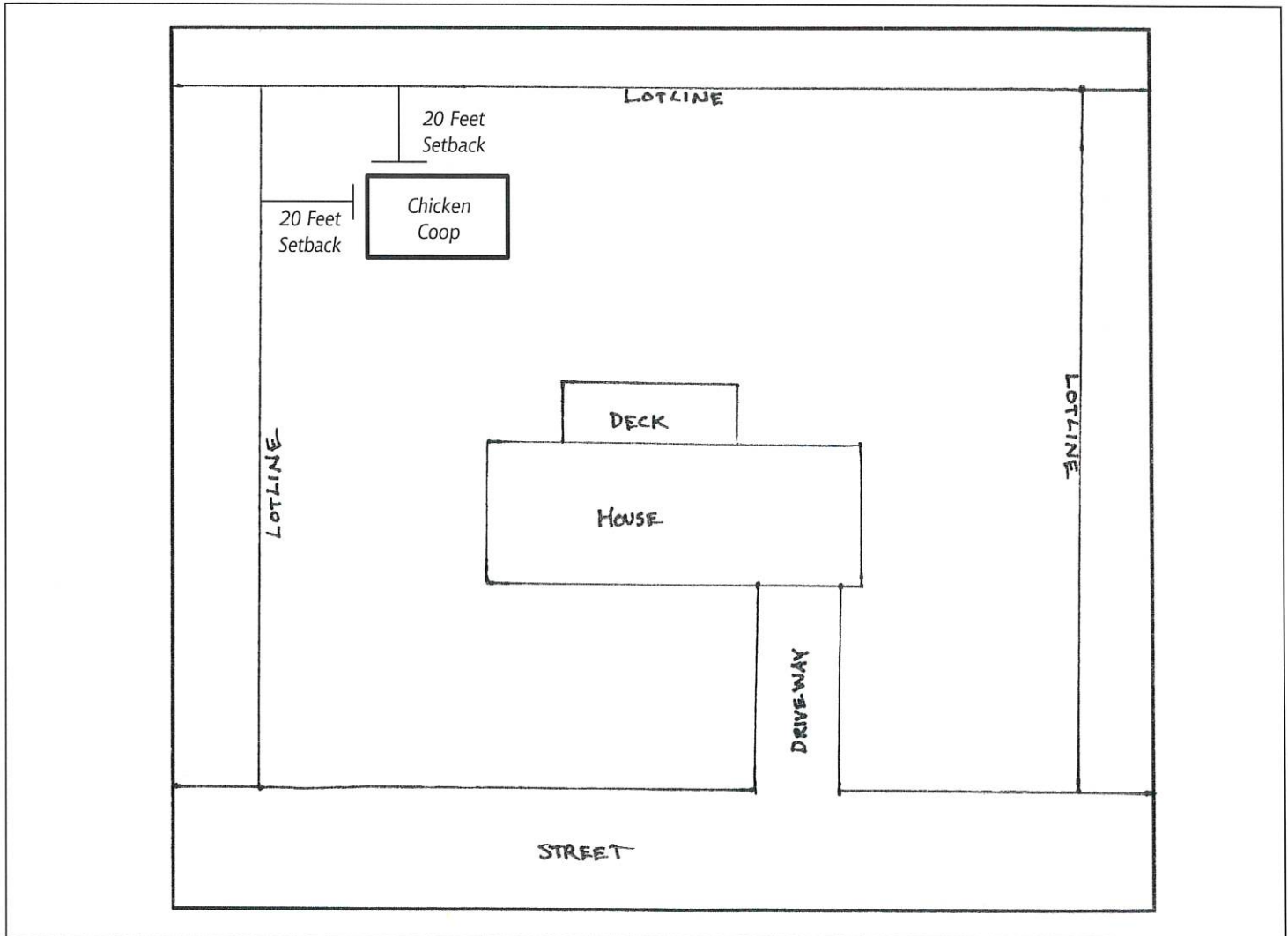
Name (print) John E Doe Phone 920 - 555 - 5555

Address 1222 E Bank Street Number of hens 4

Zip Code 54935 E-mail johnedoe@doe.com

1. Total square feet of coop and enclosure: 20 (Sqft.) Square feet of coop alone (<12) 10
2. Distance of enclosure to nearest habitable structure on adjoining properties (>15 feet) 20
3. Type of heating element to be used propane
4. Type of material and colors to be used on the chicken coop wood, brown & orange

Use the area below to sketch chicken keeping site. Include location of house, distances from lot lines, structures (garage, fences/ barriers, pools, etc.)



Site Plan Approved By: Community Development _____ Inspections _____ Fire _____

RESOURCES

For information regarding the keeping of chickens in the City of Fond du Lac please visit:

- ◆ www.fdl.wi.gov
- ◆ Chicken Ordinance
- ◆ Chicken Regulations
- ◆ Permit Application
- ◆ Application Requirements
- ◆ Site Plan Information
- ◆ Sample Site Plan

Fond du Lac Municipal Code:

- Chapter 216
- Chapter 433
- Chapter 720

Wisconsin Livestock Registry
www.wiid.org

www.backyardchickens.com

www.chickens101.com

www.chickenbreedslist.com



A How-To Guide For

Backyard Chickens



Questions?

Contact the City Clerk's office

at 920.322.3430

for the permit application & guidelines

or visit the City Clerk's page

on the City of Fond du Lac website:

www.fdl.wi.gov

Backyard Chickens

- ◆ A total of four hens and/or pullets per lot are permitted.
- ◆ Roosters are prohibited.
- ◆ Chickens may not roam free outside of a henhouse or enclosed run, or roam off of the permitted property.
- ◆ Chickens must be kept inside the henhouse during non day-light hours.
- ◆ The slaughter of chickens is not allowed.



Coops and Covered Runs

- ◆ Chickens must be housed within a structure used exclusively for that purpose.
- ◆ A henhouse must be enclosed, rodent-resistant, predator proof, insulated, and ventilated.
- ◆ One henhouse is permitted, provided the lot does not have any accessory buildings.
- ◆ Maximum size of a henhouse is 12 square feet.
- ◆ A covered run is permitted when it is attached to and made part of a henhouse. The maximum size of a run is 12 square feet.
- ◆ A henhouse must comply with Building Code requirements and Zoning Code requirements.
- ◆ Coop design and materials must be suitable for a residential district.
- ◆ Temporary and/or moveable coops are not permitted.



Chicken Permit

- ◆ A Chicken Permit is issued for a one-year term and must be renewed annually.
- ◆ The permit holder must be the primary owner and resident of a single family residence in a residential district.
- ◆ Provide proof of registration with the Wisconsin Department of Agriculture, Trade and Consumer Protection.
- ◆ The propagation of chickens for commercial purposes or for any purpose not related to the personal use of the permit holder, including the sale of fertilizer or eggs is not allowed.





Community & Economic Development Department
 100 North Jefferson Street - Room 608
 Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3400
 Fax 920.448.3426

Short-Term Rental Permit Application Process

A short-term rental is an accommodation for transient guests where, in exchange for compensation, a residential dwelling unit is provided for lodging for a period less than 28 consecutive days.

The City of Green Bay ordinance requires that those wishing to rent their property on a short-term basis obtain a City of Green Bay Short-Term Rental Permit (STRP) as detailed below. Short-term rentals apply to all existing dwelling units regardless of legal conforming or legal nonconforming status and regardless of zoning districts.

Prior to occupancy or advertising a property for or as a short-term rental, the property owner (or local representative) shall obtain a City of Green Bay STRP. Review and approval of a STRP application may take up to 14 business days, assuming all needed information is supplied.

Initial/First application for a Short-Term Rental Permit

- Completed STRP application with local representative identified.
- \$500 application/review fee.
- Proof of registration with the City of Green Bay Treasurer regarding Brown County room tax requirements.
- Proof of registration with the Brown County Health Department.
- A lease agreement example.
- Proof of condominium association approval, if applicable.
- Proof of property owner consent to rent unit, if applicable.
- Proof of insurance.
- Necessary permits and proof of registration as required in Sec. 44-1580 (j), Green Bay Municipal Code.

Renewal of an existing Short-Term Rental Permit

A STRP is valid for one calendar year running from July 1 through June 30. A STRP may be renewed annually and must be received no later than July 1 to be considered a renewal. Renewal applications must include:

- Completed STRP application with local representative identified.
- \$250 application/review fee
- Updated proof of insurance, if applicable.
- Any other information that has changed from the previous year's permit application submittal.

All required application material must be submitted at the same time. Applications that are not complete at submission will be returned to the applicant without processing. Once the STRP application has been processed, a STRP placard will be issued to the property owner and must be installed as to be visible from the street right-of-way on which the principal structure is addressed on.

Frequently Asked Questions

Is my rental property considered a short-term rental?

A short-term rental is defined as a dwelling unit in which paying guests are entitled to occupancy for a period less than 28 calendar days.

If I rent my property for more than 30 days, do I have to get a STRP?

No. Properties that are rented for more than 28 days are exempt from the short-term rental ordinance.

Can I rent out a bedroom in my home?

Yes. If the home is your primary residence and you are residing in the home while a room is rented, the short-term rental ordinance does not apply. Please be aware that under certain circumstances the use may be considered a Bed & Breakfast. Please contact the Community & Economic Development Department for more details.

What are the zoning requirements that apply to short-term rentals?

The requirements for short term rentals are stipulated in Chapter 44, Sec. 44-1580 (j), Green Bay Municipal Code, found in this link:

https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH44ZO_ARTXVILA_USDEST

How long is the STRP valid for?

The STRP certificate is valid for 12 months starting on July 1 and ending June 30 and must be renewed annually.

Is there a fee for a STRP?

The initial fee is \$500. Annual renewal fee is \$250.

If I sell my property, is my STRP transferable?

The STRP is non-transferable. If the property changes ownership, a new permit will be required.

Does my permit apply to multiple properties?

A separate application and STRP must be obtained for each dwelling unit used as a short-term rental.

What if I miss my renewal date (not sent in before 06/30)?

The STRP will be voided and a new STRP permit will be needed.

My STRP is leased through AirBnB or another rental agency. Do I still need a Short Term Rental Permit?

Yes. The City requires a municipal permit regardless of how the rental is advertised.

What if I don't get a STRP?

Failure to secure a STRP will result in City enforcement, which may include financial penalty and legal action.

Why do I have to designate a local representative?

The City requires that the property owner designate an individual to serve as a local representative that can respond within 30 minutes should there be issues with the property. The agent may be the property owner.

Can I advertise my short-term rental on-site?

No. The ordinance excludes advertising the availability of a short-term rental to the public on-site with the exception of the required placard.



SHORT-TERM RENTAL PERMIT APPLICATION

Community and Economic Development Department
100 N. Jefferson Street, Room 608
Green Bay, WI 54301-5026
(920) 448-3400 - phone
(920) 448-3426 - fax

Please complete and submit the following information to the Community and Economic Development Department:

1. New application for a Short-Term Rental Permit (STRP) (Application/review fee: \$500)
OR
 Renewal of an existing STRP (Renewal fee: \$250)
2. Proof of registration with the City of Green Bay Treasurer regarding Brown County Room Tax requirements. Submit page 5, Application for Room Tax License, either by mail: City of Green Bay Finance Department, 100 N. Jefferson Street - Rm 105, Green Bay, WI 54301 or email to: room.tax@greenbaywi.gov. After it is submitted, a permit will be mailed. Please contact the Finance Department at (920) 448-3020 or room.tax@greenbaywi.gov with questions.
3. Proof of registration with the Brown County Health Department. Please contact the Brown County Health Department, (920) 448-6400 -or- [TRH Application & Checklist 2024- Fillable & DocuSign.pdf \(browncountywi.gov\)](#).
4. A lease agreement example that indicates language regarding compliance with parking, noise and other applicable City of Green Bay ordinances being met during occupancy of the structure (info attached on pages 6 & 7).
5. Proof of condominium association approval if the property is part of one.
6. Proof of property owner consent to rent the dwelling unit.
7. Proof of insurance.

Address of Short-Term Rental Property: _____

Tax Parcel Number of Short-Term Rental Property: _____

Number of Bedrooms: _____

Number of Parking Spaces Provided On-Site: _____

PLEASE NOTE: All required materials **MUST** be submitted at the same time. Applications that are not complete or have materials that come in separately will **NOT** be processed but returned.

A separate application must be submitted for each short-term rental property/unit.

Local Representative Information: A property owner or his or her designee who permanently resides within the City of Green Bay or a licensed property management company with a physically staffed office within the City of Green Bay who manages a short-term rental. A local representative must be able to respond to issues on the property within 30 minutes.

Name: _____
Address: _____
24-hour Contact Phone Number: _____ Email: _____

Property Owner Information:

Name: _____
Address: _____
24-hour Contact Phone Number: _____ Email: _____

I, _____, the undersigned applicant:

- Acknowledge receiving a copy or are aware of the short-term rental requirements of Chapter 44, Sec. 44-1580 (j), Green Bay Zoning Code and agrees to comply with such requirements;
- Agree to assure that use of the premises by short-term rental occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
- Authorize the City of Green Bay to verify information contained in the application and/or potentially inspect the property in the event a complaint is received;
- Acknowledge that the residence may not have been designed, constructed or inspected as a commercial lodging establishment;
- Agree that the local representative shall be reasonably available to handle any problems arising from use of the short-term rental unit; and
- Will provide written notification if the local representative changes temporarily or permanently to the Community and Economic Development Department.

I hereby certify that I have answered all the questions contained herein and know the same to be true and correct. Further, I understand that any approval issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law.

Signature of Applicant

Date

Submit this application and all required documentation to:

Community and Economic Development Department
Attn: STRP
100 N. Jefferson Street, Room 608
Green Bay, WI 54301
Or email to STR@greenbaywi.gov

**APPLICATION FOR
HOTEL - MOTEL - SHORT TERM RENTAL - ROOM TAX LICENSE
IN THE CITY OF GREEN BAY, WISCONSIN**

NAME OF ESTABLISHMENT: _____

ADDRESS OF ESTABLISHMENT: _____

OWNER'S NAME:

OWNER'S ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

If Corporation, NAME OF REGISTERED AGENT: _____

If Corporation, NAME OF RESIDENT MANAGER: _____

Number of Rooms: _____ Parcel #: _____

The applicant hereby authorizes the City Treasurer to make the necessary examination and inspection of the books, records and memoranda required to enforce the provisions of General Ordinance 6.16, City of Green Bay

Signature of Applicant

Date

SUBMIT COMPLETED APPLICATION TO:

City of Green Bay
Finance Department
100 N. Jefferson Street, Room 105
Green Bay, WI 54301
920-448-3020
Email: room.tax@greenbaywi.gov

FOR OFFICE USE ONLY:

Received by Finance _____

Permit number issued _____



Lease Agreement Components

Short-Term Rentals

**Green Bay Municipal Code, Chapter 44, Article XVI,
Section 44-1580(j): Short-Term Rentals.**

Below are areas of the Green Bay Municipal Code most applicable to occupancy of a dwelling unit as a Short-Term Rental.

This list is only an example of regulations most pertinent to short-term rentals. It is not exhaustive, and all short-term rentals shall be bound by all regulations of the Green Bay Municipal Code.

Occupancy

- Tenant shall use the property for legal purposes only and other use, such as but not limited to, illegal drug use, abuse of any person, harboring fugitives, etc.
- Every room occupied by one person for sleeping purposes shall contain at least 70 square feet of floor space and 490 cubic feet of air space, and every room occupied by more than one person for sleeping purposes shall contain at least 60 square feet of floor space and 400 cubic feet of air space for each occupant thereof.
- No dwelling or dwelling unit or part thereof containing two or more sleeping rooms shall be so arranged that access to a bathroom or toilet room intended for use by the occupants of more than one sleeping room can be had only by going through another sleeping room; nor shall room arrangements be such that access to a sleeping room can be had only by going through another sleeping room or a bathroom or toilet room.
- No basement space shall be used as a sleeping room or dwelling unit or part thereof unless such sleeping room or dwelling unit or part thereof is in conformity with existing City or State Building Codes.

Vehicles/Parking

- Vehicles parked/stored on a property must be licensed and operable.
- Right-of-way, including but not limited to streets, sidewalks, terraces, and alleys shall not be obstructed.
- No vehicle shall be parked on the grass or other area of a lot not paved and designed for vehicular parking, with the exception of Packer game day parking.
- Parking is prohibited on the public street between the hours of 3 a.m. and 5 a.m.

Fires/Firewood.

See recreational fire regulations here:

<https://greenbaywi.gov/DocumentCenter/View/2457/Recreational-Fire-Guidelines-PDF-English?bidId=>

- No firewood shall be permitted in a front yard or within 4 feet of an adjoining property line.
- Firewood stacks shall not be in excess of 4 feet in height unless such stack is adjacent to and supported. Where the firewood is supported, the stack shall not be in excess of 6 feet.

Garbage & Recycling

- Garbage, recycling, yard waste, and other refuse accumulated between collection days shall:
- Be stored in an enclosed structure or building, or in containers with covers.
- Are screened from view of the street.
- **Not** be stored in the front of a building; side of a building; on, under, or alongside of a front porch, stoop, steps, landing, accessible ramp, or deck facing the street or within 15 feet of the right of way except during collection time periods.

Litter

- No person shall throw or deposit litter on any property within the City, whether owned by such a person or not.
- No person shall throw, deposit, or cause any litter to be scattered upon any driveway, apron, front, rear, or side yard of any occupied private property.

Animals

- No animal shall be left unattended within five feet of a public right-of-way (includes but not limited to sidewalks, streets, alleys, and public parking lots).
- No person who possesses an animal shall permit such animal to defecate upon any property other than that of its owner or custodian unless the custodian immediately thereafter cleans up and removes such animal feces from such property.
- No person possessing an animal shall permit more than 72 hours accumulation of such animal feces to remain on property.

Noise & Odor

- No person shall produce unreasonably loud noise (not to exceed 80 dB(A)) between the hours of 10:00 p.m. and 7:00 a.m.
- No use or structure shall create odor in an amount or to such degree as to unreasonably interfere with the use and enjoyment of property by any person of normal sensitivities or otherwise as to create a public nuisance.



CONDOMINIUM ASSOCIATION

Permission to Use Property as a Short-Term Rental

Green Bay Municipal Code, Chapter 44, Article XVI,
Section 44-1580(j): Short-Term Rentals.

Date: _____

Location of Short-Term Rental

Address (including Unit #): _____

Condominium Name: _____

Operator of Short-Term Rental

Operator Name: _____

Signatures

Choose one of the following:

- Letter of permission from Condominium Association is attached, stating permission is granted to operate a Short-Term Rental at this dwelling unit and signed by an authorized representative of the Condominium Association.
- A Short-Term Rental operation of this dwelling unit is allowed by the Condominium Association and verified by signatures below from authorized representatives of the Condominium Association and the operator.

Operator Signature: _____

Condo Representative Name: _____

Condo Representative Signature: _____



Property Owner Consent to Use Dwelling Unit as a Short-Term Rental

Green Bay Municipal Code, Chapter 44, Article XVI, Section 44-1580(j): Short-Term Rentals.

Date: _____

Location of Short-Term Rental

Address (including Unit #): _____

Operator of Short-Term Rental

Operator Name: _____

Operator Address: _____

Telephone Number _____

E-mail Address: _____

Operator's relationship to Property:

- Tenant
- Management Company
- Other: _____

Property Owner of Short-Term Rental

Property Owner Name: _____

Property Owner Address: _____

Telephone Number _____

E-mail Address: _____

I understand the tenant above will be operating a Short-Term Rental at the specified location and I am aware that management and maintenance of the property is my responsibility as the property owner.

Owner's Signature: _____

SHORT-TERM RENTAL LICENSES

All short-term rental property in the Town of Holland must be licensed by the Town of Holland, with annual the licensing period commencing on July 1st and expiring on June 30th. An annual license renewal application is required each year on or before June 30th for those who practice short-term rental activities in the Town of Holland. You may find what qualifies as a short-term rental activity and learn about licensing requirements by referencing the Town's short-term rental ordinance [HERE](#).

Town of Holland short-term rental licenses should be applied for using the short-term rental license application portal (see below). The annual short-term rental license fee is \$350 and should be paid by check made payable to Town of Holland. The check should be mailed to the Holland Town Hall at W3005 County Road G, Cedar Grove, WI 53013.

The Town's short-term rental ordinance requires that all license applicants who apply for a short-term rental license from the Town also provide confirmation that a Tourist Rooming House (TRH) license has been obtained from the State of Wisconsin. Tourist Rooming Houses are defined by state law as vacation homes, cabins, and cottages that are rented out to tourists and transients for a short period of time. The State of Wisconsin requires that any property owner that rents their property on this basis obtain the TRH license. Please note that the State of Wisconsin contracts with the Sheboygan County Health and Human Services Department to perform licensing services, such as inspections of short-term rental properties; you may contact Sheboygan County Health and Human Services at (920) 459-3037 to start the process of obtaining a TRH license.

Town of Holland Short Term Rental Application Portal

Town of Holland Short Term Rental Application Help Guide

Other Short-Term Rental Information and Resources:

[Tourist Rooming Houses](#) (WI DATCP)

[DATCP 72](#) (WI Department of Agriculture, Trade and Consumer Protection)

[Sales and Use Permits](#) (WI Dept. of Rev)

[Reporting Short Term Lodging with the Dept. of Revenue](#) (WI DOR)

Clerk-Treasurer Office Hours

Mondays 5:00pm-7:00pm

Tuesdays 11:00am-1:00pm

Wednesdays 8:00am-10:00am