



# BOARD OF SUPERVISORS MEETING

Wednesday, February 05, 2025  
Immediately following a Prior Scheduled Meeting

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

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## AGENDA

**THIS MEETING IS IMMEDIATELY FOLLOWING THE BOARD OF SUPERVISORS SPECIAL MEETING.**

### 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, January 22, 2025 Town Board Meeting

### OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

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

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

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

### OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Makenzie Perry, The Woodshed
- B. New - Yudda KC, Kitchen Comfort
- C. New - Suman Bhandari, Ridgeway BP

### BUSINESS

- A. Discussion/Action: Town Board review & consideration of adopting Ordinance 2025-002 regarding Short-Term Rentals.

- B. Discussion/Action: Town Board review & consideration of an amendment to the Town's Development Agreement with Clayton Development Group LLC.

**REVIEW OF DISBURSEMENTS**

- A. Check Summary Register

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Feb 19; March 5 & 19; Apr 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - Feb 12; March 12; April 9

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

Respectfully submitted,

Scott Reif  
Vice 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 Town Board in order to gather information. For purposes of the Open Meetings Law only; attendance at a meeting by a quorum of members of the Town Boards, Commissions, and Committees constitutes a meeting of the Board, Commission, or Committee, pursuant to Badke Vs. Village Board of Village of Greendale, 173 Wis2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that any formal action by those bodies will be taken. The only business to be conducted is for Town Board action.*

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

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

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



# BOARD OF SUPERVISORS MEETING

Wednesday, January 22, 2025 at 6:30 PM

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

## MINUTES

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

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

### PRESENT

Supervisor Lettau  
 Supervisor Grundman  
 Supervisor Christianson  
 Supervisor Reif

### EXCUSED

Town Chair Geise

### STAFF

Administrator Wisnefske  
 Clerk Faust-Kubale  
 Treasurer Fietzer  
 Attorney LaFrombois

## APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, January 8, 2025 Town Board Meeting

### MOTION

**Motion made** by unanimous consent to approve the Minutes of the Wednesday, January 8, 2025, Town Board Meeting as presented.

**Motion carried by unanimous voice vote.**

## OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA – NONE

## CORRESPONDENCE

- A. Distribution of the December 2024 Winnebago County Tonnage Report.

## DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

## BUSINESS

- A. Review/Discussion: Town Board review & discussion of the Town's existing and future Geographic Information System (GIS) mapping capabilities.

**DISCUSSION ITEM ONLY - NO ACTION TAKEN**

- B. Discussion/Action: Town Board review & consideration of Ordinance 2025-001 Amending Ordinance 2019-017 Adopting Dwelling and Building Codes & Creating the Position of Building Inspector.

**MOTION**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve Ordinance 2025-001 Amending Ordinance 2019-017 Adopting Dwelling and Building Codes & Creating the Position of Building Inspector.

**Voting Yea**: Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

**Motion carried 4-0.**

- C. Discussion/Action: Town Board review & consideration of a proposed renewal Contract for Full Value Maintenance Assessment Services presented by Associated Appraisal Consultants.

**MOTION**

**Motion made** by unanimous consent to approve the proposed Contract for Full Value Maintenance Assessment Services including annual website posting as presented by Associated Appraisal Consultants.

**Motion carried by unanimous voice vote.**

**UPCOMING MEETING ATTENDANCE**

- A. Town Board (6:30 pm start unless otherwise noted) - Feb 5 & 19; March 5 & 19; Apr 2 & 16
- B. Plan Commission (6:30 pm start unless otherwise noted) - Feb 12; March 12; April 9

**BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**MOTION**

**Motion made** by Supervisor Christianson, **Seconded** by Supervisor Lettau to adjourn at 6:50 pm.

**Voting Yea**: Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

**Motion carried 4-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk



Miller, Howard <Howard.Miller@winnebagoctywi.gov>

To ■ clerk@townofwinchesterwi.com; ■ Clerk Town of Clayton; ■ townofwolfriver@centurytel.net

Reply Reply All Forward ...

Tue 1/28/2025 9:34 AM

Hi All

Again, this year the county board is sponsoring a scholarship program. Any high senior who lives in the county may apply. The scholarship is for \$2000.

You can get more information at:

[Winnebago County Board Scholarship Program | Winnebago County, Wisconsin](#)

I plan to attend the following town board meetings in February.

2/3 - Winchester

2/5 - Clayton

2/24 - Wolf River

Have a great day

Howie

Howard Miller

Winnebago County Supervisor, Dist. 36

Phone: (920) 427-6423

e-mail: [Howard.Miller@winnebagoctywi.gov](mailto:Howard.Miller@winnebagoctywi.gov)

## MEMORANDUM

**Business Item A**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of adopting Ordinance 2025-002 regarding Short-Term Rentals.

Staff has been diligently working to address feedback from both residents and Plan Commission that the current Conditional Use Permit process for regulating short-term rentals is cumbersome. A permit process has been developed, and the corresponding ordinance governing the process and requirements is before the Board for consideration.

**SUGGESTED MOTION(S):**

*Motion AND ROLL CALL to approve Ordinance 2025-002 and direct Staff to publish and post accordingly.*

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

Respectfully submitted,  
Kelsey

TOWN OF CLAYTON, COUNTY OF WINNEBAGO, STATE OF WISCONSIN  
ORDINANCE 2025-002  
SHORT-TERM RENTALS

1. Purposes.

The purposes of this chapter are to ensure that the quality of short-term rentals operating within the Town of Clayton is adequate for protecting public health, safety and general welfare, including establishing minimum standards of space for human occupancy and parking and for an adequate level of maintenance; determine the responsibilities of owners managing these rental properties for tourists or transient occupants, including, but not limited to, the responsibility to expeditiously and personally respond to, stop, mitigate, or prevent the reoccurrence of unreasonable activities on, or conditions, uses or misuses of, these rental properties which adversely impact or substantially annoy, disturb, threaten, harm, offend or interfere with the residential uses, nature or values of other properties in the neighborhoods in which these rental properties operate, or with the comfort, health, enjoyment, security, life, health, or safety of others, or which substantially interfere with, obstruct, or tend to obstruct or render dangerous for passage any lane, street, road, bridge or other public or private way used by emergency vehicles or protective service personnel to gain access to property or a navigable body of water to provide services (i.e., public nuisances); protect the character and stability of all areas, especially residential areas, within the Town of Clayton; provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; require the provision of liability insurance in connection with the operation of short-term rentals so that persons on these properties, and the owners and occupants of adjacent properties, who suffer bodily injury or property damage arising from the condition or operation of the short-term rental, or from acts or omissions occurring thereon, are afforded a potential source of recovery to pay such damage claims; and provide for the administration and enforcement hereof.

2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

**CLERK**

The Town Clerk of the Town of Clayton or designee.

**DWELLING UNIT**

One or more rooms designed, occupied, used, or intended to be occupied or used as separate living quarters, with a food preparation area and sleeping and sanitary facilities provided within such room(s). Dwelling units include residential, tourist rooming house, seasonal employee housing and dormitory units.

**FOOD PREPARATION AREA**

Any part of a building containing three or more of the following facilities:

A. Cooking, including stoves, ranges, ovens, cooktops, microwave ovens with a capacity of one cubic foot or greater, or countertop appliances such as grills, hot plates, toaster ovens, roasters, and slow cookers, but excluding coffee makers, top-slot toasters, or microwave ovens with a capacity less than one cubic foot.

B. Refrigeration with a capacity greater than 3.5 cubic feet.

C. Sink with a bowl depth greater than four inches and any other bowl dimension greater than 13 inches.

D. Storage with a capacity greater than 24 cubic feet intended or used for food, cookware, dishes, or related utensils.

**GUEST REGISTER**

The official record provided and kept by a property owner in which short-term rental guests are required to list their true names and addresses before being assigned sleeping quarters, pursuant to Wis. Adm. Code § ATCP 72.16.

**GUEST ROOM**

A room within a residence dedicated to hosting renters, separate from areas for food preparation and sanitary facilities.

**PERMIT**

The short-term rental permit issued under this chapter.

**PERMIT YEAR**

The 365 day period after the date of permit approval.

**OCCUPANT**

Any person, over one year of age, living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit.

**PERSON**

An individual or group of individuals.

**PROPERTY OWNER**

The owner of the short-term rental land. Includes the person or entity who is responsible for remitting property taxes, coordinates the maintenance of structures, and for the purpose of this ordinance, may receive the profit from the rental activities of the properties.

**PROPERTY**

Any area of land as shown on the last assessor's roll of the county or the records of the Town.

**RENEWAL PERMIT**

Any permit issued under this Ordinance which will be or is in effect for the permit year immediately following a permit year for which the Town Clerk issued a permit under this chapter for the same short-term rental property.

**SHORT-TERM RENTAL**

A residential dwelling that is offered for rent for a fee and for fewer than 30 consecutive days, as defined in Wis. Stats., § 66.0615(1)(dk)

**3. Operation of short-term rentals; exceptions.**

A. All short-term rentals shall be of the primary residence of the property owner. Third-party management companies are strictly forbidden. The primary residence requirement does

not apply to those dwelling units operated as short-term rentals, as defined in this chapter, prior to the effective time of this chapter. Property owners seeking this exception shall, within 45 days of the effective time of this chapter, provide to the Town Clerk identification of the property and owner for which the exception is sought, and proof of operations as a short-term rental prior to the effective date of this chapter, for review by the Town Board to determine if this exception applies. However, those properties exempted from the primary residence requirement are still required to comply with all other terms and conditions of this chapter and all other applicable state, county and local statutes, codes, regulations, and ordinances.

- B. Property owners may rent their residence for no more than six total nights each year without a short-term rental permit. After obtaining a short-term rental permit, property owners renting out their primary residence for more than six consecutive nights may not exceed 180 total nights and no fewer than six consecutive nights each permit year. The requirement of at least six consecutive nights in this Subsection is subject to the same exception and compliance provisions as set forth in Subsection A above pertaining to the primary residence requirement for short-term rentals.
- C. Each short-term rental property owner is required to have the following licenses and permits as ongoing required conditions for operating short-term rentals. However, the short-term rental permit issued by the Town of Clayton shall reflect the exemptions in Subsections A and B above for short-term rentals that meet the requirements for these exemptions:
1. A state of Wisconsin tourist rooming house license.
  2. A seller's permit issued by the Wisconsin Department of Revenue, unless all rentals of the property are exempt from such permit requirement per state regulations.
  3. A permit from the Town of Clayton issued pursuant to this chapter.
- D. Each short-term rental shall comply with all of the following:
1. That all short-term rental activities shall only occur within a single-family residential dwelling.
  2. That the property owner maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
  3. That the exterior appearance of the building shall not be altered from its single-family appearance.
  4. That all signage shall not exceed (4) square feet in area. No other signage advertising the short-term rental is permitted onsite. All signage requires a Sign Permit granted by the Town of Clayton prior to installation.
  5. If only portions of the residence are proposed to be rented, the property owner shall 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.
  6. That the property owner and Town of Clayton Building Inspector coordinate an inspection of the residence with re-inspections to occur at least once every 5 years, or

more frequently as determined by the Town Clerk, Town Administrator, or their designee.

7. That the property owner and the Town of Clayton Fire Chief or their designee, to coordinate an inspection of the residence with re-inspections to occur at least once every 5 years, or more frequently as determined by the Town Clerk, Town Administrator, or their designee.

8. That the property owner obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.

9. That any property owner that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year must obtain a tourist rooming house license form the State Department of Agriculture, Trade, and Consumer Protection (DATCP).

10. The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Adm. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.

11. No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on-site as a means of providing additional accommodations for paying guests, other invitees or the property owner.

12. The property owner shall be available for contact by the Town Clerk or Town Building Inspector between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Town Clerk within three business days of any change in the property owner's contact information and submit the revised contact information to the Town Clerk within the same time period.

13. The property owner of each short-term rental shall provide a guest register and require all guests to register their true names and addresses and rental time period(s) before being assigned sleeping quarters. The guest register shall be kept by the property owner and be available for inspection for at least one year, as required by the Wisconsin Administrative Code. If the property owner does not consent to inspection of the guest register, the register shall be subject to disclosure to an authorized official pursuant only to a proper search warrant, administrative subpoena, judicial subpoena, or other lawful procedure to compel the production of records that affords the property owner an opportunity for compliance review by a neutral decisionmaker.

14. That no food preparation or cooking shall be allowed in guest rooms.

15. That meals shall only be offered to overnight guests.

16. That rentals shall not exceed 29 consecutive days.

17. That rentals shall be limited to 180 days within any 365-day period.

18. That all parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.

19. That 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.

20. Compliance with all applicable state, county and local codes and regulations is required.

#### 4. Short-term rental permit.

The Town Clerk, Town Administrator or their designee shall approve a short-term rental permit if an applicant demonstrates compliance with the provisions of this chapter. A short-term rental permit is issued for one permit year and may be renewed annually as provided in this chapter. The permit shall contain the following information:

- A. The name of the property owner, with contact information, including mailing address and a telephone number at which the property owner is available during the hours described in this chapter.
- B. The permit term.
- C. The State of Wisconsin tourist rooming house license number.
- D. The property information including street address and parcel number.
- E. The applicable permit fee.

#### 5. Short-term rental permit procedure.

- A. All applications for a short-term rental permit shall be filed with the Town Clerk on forms provided by the Clerk. Applications must be filed by the property owner. No permit shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to Section 8:
  - 1. The name of the property owner, with contact information, including mailing address and a telephone number at which the property owner is available.
  - 2. A copy of the State of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605.
  - 3. A copy of the most recent lodging inspection report for a tourist rooming house issued by the State of Wisconsin, which should be dated within one year of the date of the permit application to the Town.
  - 4. A copy of a current seller's permit issued by the Wisconsin Department of Revenue, unless all rentals of the property are exempt from such permit requirement per state regulations.

5. A diagram, drawn to scale, showing the location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees on the premises.
  6. Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
  7. An employer identification number issued by the Internal Revenue Service, if applicable.
  8. For renewal permits only, written certification that a guest register has been kept as required by the Wisconsin Administrative Code.
- C. Unless earlier revoked, each permit shall run for 365 day period after the date of permit approval and may be renewed for additional one-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.
- D. When the Town Clerk, Town Administrator or their designee determines that an application is complete and meets the requirements of this chapter, the Town Clerk, Town Administrator or their designee will issue a short-term rental permit to the applicant. If the Town Clerk, Town Administrator or their designee determines that the application is incomplete or does not meet the requirements of this chapter, the Town Clerk, Town Administrator or their designee shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application.
- E. No short-term rental permit shall be issued or renewed if the applicant or short-term rental property has unresolved violations or outstanding fees, taxes, special charges or forfeitures owed to the Town.
- F. No short-term rental permit shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in Section 9C.
6. Permit renewal.
- A. Each application for renewal of a short-term rental permit shall include updated information for the documentation on file with the Town Clerk and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Clerk at least 60 days prior to the permit expiration date to allow the Town Clerk, Town Administrator or their designee adequate time to review the application. The Town Clerk, Town Administrator or their designee shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Town Clerk, Town Administrator or their designee may also request reports from the Town Building Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors. The Town Clerk, Town Administrator or their designee shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and

operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If, after such consideration, the Town Clerk, Town Administrator or their designee determines not to renew the permit, the Town Clerk, Town Administrator or their designee shall notify the applicant, in writing, of the reason(s) for such decision, and the applicant's right to appeal the decision to the Town Board as provided in Section 9.

- B. No permit shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

#### 7. Standards for short-term rentals.

Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations. Each short-term rental shall comply with the following standards:

- A. The number of occupants may not be more than allowed under Wis. Adm. Code Ch. ATCP 72 or any other state regulation, state statute, or local ordinance.
- B. The minimum number of on-site, off-road parking spaces shall equal the short-term rental property's advertised maximum sleeping capacity divided by four, with the quotient rounded up to the nearest whole number.
- C. The short-term rental premises shall have functioning smoke detectors and carbon monoxide detectors pursuant to the requirements of Wis. Adm. Code Ch. SPS 321.
- D. Certification of compliance. As a condition of issuance of a permit under this chapter of the Town Code, the property owner shall certify, in writing, in each initial application and renewal application form that the short-term term rental property is in compliance with the terms and conditions of the permit and this chapter.

#### 8. Display of permit.

Each permit shall be displayed on the inside of the main entrance door of each short-term rental.

#### 9. Appeal of permitting decisions; permit revocation; appeal procedure; judicial review.

- A. The Town Clerk, Town Administrator or their designee's decision to deny an initial short-term rental permit, to deny renewal of a short-term rental permit, or to revoke a short-term rental permit shall specify the reason(s) for such denial or revocation in writing. Prior to the time for the renewal of the permit, the Town Clerk, Town Administrator or their designee shall notify the permit holder, in writing, of the Town's intention not to renew the permit and notify the permit holder of his or her right to an appeal as provided in Section 9B.
- B. The Town Clerk, Town Administrator or their designee's decision to deny an initial permit or to deny renewal of a permit, or to revoke a permit, may be appealed to the Town Board by filing a written appeal with the Clerk within 30 calendar days after the date of mailing

of the written notice of the Town Clerk, Town Administrator or their designee's decision denying such permit or renewal permit. The appeal shall state the ground or grounds upon which the person asserts the Town Clerk, Town Administrator or their designee's decision should be modified or reversed. The Town Board shall meet and issue a written determination on the appeal within 30 days of the Town's receipt of the written appeal. Notice of the meeting shall be given by mail at least 10 days before such meeting. If the appellant appears at the meeting, they may present relevant evidence. If the Town Board finds the Town Clerk, Town Administrator or their designee's reason(s) for their decision sufficient, the decision shall be affirmed. If the Town Board finds the Town Clerk, Town Administrator or their designee's reason(s) for their decision insufficient, the decision shall be reversed, and the permit shall be granted and issued. If the appellant does not appear at the meeting the Town Board will find by default the Town Clerk, Town Administrator or their designee's reason(s) for their decision sufficient, and the decision shall be affirmed. The Town Board's written decision on the appeal must specify the reason(s) for its determination and the Town Clerk shall provide a copy of this written determination by mail to the appellant within 20 days of completing the meeting.

C. A permit may be revoked by the Town Clerk, Town Administrator or their designee during the term of a permit year for one or more of the following reasons:

1. Failure by the permit holder to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the Town.
2. Failure to maintain all required local, county and state licensing requirements.
3. Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the subject property and surrounding neighborhood.
4. Any violation of the requirements of this chapter of the Town of Clayton Code of Ordinances.

D. Revocation. Any resident of or owner of property within the Town may file a sworn written complaint with the Town Clerk alleging one or more of the reasons set forth in Section 9C as grounds for revocation of a short-term rental permit issued under this chapter. Upon the filing of the complaint, the Town Clerk, Town Administrator or their designee shall notify the permit holder of the complaint by certified mail, return receipt requested, and provide the permit holder with a copy of the complaint. The notice shall direct the permit holder to appear before the Town Board on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her permit should not be revoked. The meeting shall be conducted as provided in Section 9B. If a permit is revoked, the Town Clerk, Town Administrator or their designee shall give notice of revocation to the permit holder by certified mail, return receipt requested. No part of the fee paid for any permit so revoked may be refunded.

E. Municipal review/judicial review. The action of the Town in granting or renewing, refusing to grant or renew, or revoking a permit under this chapter may be appealed to the Town for

review pursuant to the time limits and procedures in §§ 68.08 through 68.12, Wis. Stats. Thereafter, the final decision made pursuant to the foregoing municipal review procedures may be reviewed by the Winneconne Joint Municipal Court upon petition by the applicant, permit holder, or a resident of or owner of property within the Town to the Municipal Court. Such appeal shall be filed within 30 days of the date of mailing by the Town Clerk of the notice of the Town's final action granting or renewing, refusing to grant or renew, or revoking a permit. The procedure on review by the Winneconne Joint Municipal Court shall be pursuant to a petition for certiorari under § 68.13, Wis. Stats.

10. Violations and penalties.

- A. Any person who violates any provision of this chapter shall be subject, upon conviction thereof, to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of prosecution, and in the event of default of payment of such forfeiture and costs, shall be imprisoned in the Winnebago County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. Each violation and each day a violation occurs or continues to exist shall constitute a separate offense.
- B. The penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs, whether existing under this chapter or otherwise.

11. Fees.

Any person applying for an initial short-term rental permit or renewing a permit pursuant to this chapter shall be subject to the fees as established by resolution of the Town Board.

12. Severability.

Should any portion of this chapter be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions of this chapter.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Scott Reif, Vice Chair

\_\_\_\_\_  
ATTEST: Kelsey Faust-Kubale, Town Clerk

# Short-Term Rental Application

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



## PROPERTY OWNER

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

## APPLICANT

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

## SHORT-TERM RENTAL (STR) SITE INFORMATION

Street Address \_\_\_\_\_  
Parcel ID No. \_\_\_\_\_ DATCAP Inspection Date \_\_\_\_\_  
State Lodging License No\* \_\_\_\_\_ Town Building Inspection Date \_\_\_\_\_  
WI Seller's Permit No\* \_\_\_\_\_

\*Copies of permits/licenses must be included with application

Is this rental site to be rented for less than 30 contiguous days?  YES\*  NO  
Is this rental site to be rented for more than 10 days per calendar year?  YES\*  NO  
Has this site been rented on a short-term basis prior to 2013?  YES\*  NO  
Is this rental site the primary residence of the owner?  YES\*  NO

## ITEMS TO BE SUBMITTED WITH NEW APPLICATION - REQUIRED AT TIME OF SUBMITTAL

Please see Town of Clayton Ordinance 2025-002 for complete list of required submittal items

## ITEMS TO BE SUBMITTED WITH RENEWAL APPLICATION - REQUIRED AT TIME OF SUBMITTAL

Written certification that a guest register has been kept as required by the Wisconsin Administrative Code

I certify that I have read the foregoing answers and the same are true to the best of my knowledge. I understand that any short-term rental license shall comply with all provisions of the Town of Clayton Ordinances. I hereby certify that the property meets those requirements and I will comply with those requirements unless otherwise exempted.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FEE (SEE TOWN FEE SCHEDULE)

Fee: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt: \_\_\_\_\_  
Date Received Complete: \_\_\_\_\_ By: \_\_\_\_\_

MEMORANDUM

**Business Item B**

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of an amendment to the Town's  
Development Agreement with Clayton Development Group LLC.

Attorney LaFrombois has prepared the requested amendment to the Development Agreement with Clayton Development Group LLC for the Scholar Ridge development.

**SUGGESTED MOTION(S):**

*Motion to approve the amendment to the Development Agreement as presented.*

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

Respectfully submitted,  
Kelsey

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## NICOLET NATIONAL BANK (POOLED)

## ALL Checks

Posted From: 1/01/2025 From Account:  
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
31477	1/08/2025	AFS	290.00
31480	1/08/2025	BUCKLINS TREE SERVICE	4,800.00
31483	1/08/2025	KNOX COMPANY	2,991.00
31484	1/08/2025	L&S TRUCK CENTER APPLETON INC	653.80
31485	1/08/2025	LARSEN WINCHESTER SANITARY DISTRICT	181.65
31486	1/08/2025	MENARDS	111.54
31487	1/08/2025	N&M AUTO SUPPLY	304.30
31489	1/08/2025	PLACH AUTOMOTIVE INC	537.00
31490	1/08/2025	POMP'S TIRE SERVICE INC	1,008.36
31492	1/08/2025	STERICYCLE/SHRED-IT	148.55
31493	1/08/2025	U.S. DEPARTMENT OF AGRICULTURE	1,198.95
31495	1/08/2025	WI DEPT OF JUSTICE	7.00
31508	1/23/2025	COUNTRY VISIONS COOPERATIVE	161.18
31511	1/23/2025	FASTENAL COMPANY	90.74
31512	1/23/2025	FOX VALLEY TECHNICAL COLLEGE	154.50
31513	1/23/2025	FOX WEST REGIONAL SEWERAGE COMMISSION	6,183.39
31517	1/23/2025	IPR CLAYTON LLC	14,500.00
31529	1/23/2025	MCPMAHON ASSOCIATES INC	898.96
31557	1/23/2025	WINNEBAGO COUNTY TREASURER	209,743.90
KT1224	1/08/2025	KWIK TRIP INC	285.15
PB1206	1/02/2025	PITNEY BOWES BANK INC PURCHASE POWER	91.29
NCC1224	1/13/2025	NICOLET NATIONAL BANK	3,125.22
NCC1231	1/02/2025	NICOLET NATIONAL BANK	1,638.28
WE121724	1/08/2025	WE ENERGIES	70.80
WPSSL1224	1/24/2025	WI PUBLIC SERVICE	884.46
WPSGEN1224	1/31/2025	WI PUBLIC SERVICE	25.18
WPS35771224	1/29/2025	WI PUBLIC SERVICE	42.69
WPSTHPW1124	1/03/2025	WI PUBLIC SERVICE	1,707.59
WPS902312-24	1/21/2025	WI PUBLIC SERVICE	293.48
Grand Total			252,128.96

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NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 1/01/2025 From Account:  
Thru: 1/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	19,962.46
Total Expenditure from Fund # 230 - SOLID WASTE/RECYCLING	7,260.40
Total Expenditure from Fund # 400 - GENERAL CAPITAL PROJECTS	202,483.50
Total Expenditure from Fund # 420 - TID #1	502.98
Total Expenditure from Fund # 620 - SANITARY DISTRICT	20,683.39
Total Expenditure from Fund # 640 - STORM WATER	1,236.23
Total Expenditure from all Funds	252,128.96

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NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 1/01/2025 From Account:  
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
31477	1/08/2025	AFS	290.00
31478	1/08/2025	AIT BUSINESS TECHNOLOGIES LLC	2,659.64
31479	1/08/2025	BASSETT MECHANICAL	1,506.00
31480	1/08/2025	BUCKLINS TREE SERVICE	4,800.00
31481	1/08/2025	CIVICPLUS LLC	5,717.25
31482	1/08/2025	GALEN DREWS	600.00
31483	1/08/2025	KNOX COMPANY	2,991.00
31484	1/08/2025	L&S TRUCK CENTER APPLETON INC	653.80
31485	1/08/2025	LARSEN WINCHESTER SANITARY DISTRICT	181.65
31486	1/08/2025	MENARDS	111.54
31487	1/08/2025	N&M AUTO SUPPLY	304.30
31488	1/08/2025	NEENAH JOINT SCHOOL DISTRICT	342.48
31489	1/08/2025	PLACH AUTOMOTIVE INC	537.00
31490	1/08/2025	POMP'S TIRE SERVICE INC	1,008.36
31491	1/08/2025	PREMIUM WATERS INC	25.97
31492	1/08/2025	STERICYCLE/SHRED-IT	148.55
31493	1/08/2025	U.S. DEPARTMENT OF AGRICULTURE	1,198.95
31494	1/08/2025	UNITED STATES TREASURY	825.47
31495	1/08/2025	WI DEPT OF JUSTICE	7.00
31496	1/10/2025	FOX VALLEY TECHNICAL COLLEGE	218,871.93
31497	1/10/2025	LARSEN WINCHESTER SANITARY DISTRICT	13,622.33
31498	1/10/2025	NEENAH JOINT SCHOOL DISTRICT	1,472,644.91
31499	1/10/2025	NEW LONDON SCHOOL DISTRICT	41.30
31500	1/10/2025	WINNEBAGO COUNTY TREASURER	1,145,870.50
31501	1/10/2025	WINNECONNE COMMUNITY SCHOOL DISTRICT	291,551.96
31502	1/23/2025	AARON C & KELLY R OTTO	19.33
31503	1/23/2025	ACCURATE ALIGHMENT & FRAME SERVICE	1,746.60
31504	1/23/2025	AFS	35.24
31505	1/23/2025	ASSOCIATED BANK	33,072.00
31506	1/23/2025	COLIN A & JULIE M GROFF	222.05
31507	1/23/2025	COMPASS MINERALS AMERICA	17,721.36
31508	1/23/2025	COUNTRY VISIONS COOPERATIVE	161.18
31509	1/23/2025	DAVID & JACQUELINE SALM	171.49

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NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 1/01/2025 From Account:  
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
31510	1/23/2025	DUSTIN D PAGEL	88.01
31511	1/23/2025	FASTENAL COMPANY	90.74
31512	1/23/2025	FOX VALLEY TECHNICAL COLLEGE	154.50
31513	1/23/2025	FOX WEST REGIONAL SEWERAGE COMMISSION	6,183.39
31514	1/23/2025	FRANK & MARGARET KAUTZER	360.60
31515	1/23/2025	GARY LEE & DONNA MARGARET SAUBY	82.69
31516	1/23/2025	GFL ENVIRONMENTAL	24,449.40
31517	1/23/2025	IPR CLAYTON LLC	14,500.00
31518	1/23/2025	IPR CLAYTON LLC	14,500.00
31519	1/23/2025	JAMES D & MOLLY A GIDDINGS	5.18
31520	1/23/2025	JAMES R BURNS JT REV LIV TST/TARA L BURNS JT	41.07
31521	1/23/2025	JFTCO, INC	436.51
31522	1/23/2025	KEITH & JENNIFER BELL	24.33
31523	1/23/2025	KEITH J SALM LIV TST/KATHERINE A SALM LIV TST	460.00
31524	1/23/2025	KIRK A & KATIE E PRUCHNOFSKI	1.30
31525	1/23/2025	L&S TRUCK CENTER APPLETON INC	822.72
31526	1/23/2025	LANGE ENTERPRISES INC	46.78
31527	1/23/2025	LUKE R & PATRICIA L ST PIERRE	5.00
31528	1/23/2025	MARY R DURKEE	24.16
31529	1/23/2025	MCMAHON ASSOCIATES INC	898.96
31530	1/23/2025	MENARDS	69.35
31531	1/23/2025	METAL SUPERMARKETS APPLETON	10.00
31532	1/23/2025	MORGAN L SCRIBNER & JOLENE A SCHMITZ	365.63
31533	1/23/2025	N&M AUTO SUPPLY	536.87
31534	1/23/2025	NANCY J & DARALD L KASTEN	10.00
31535	1/23/2025	PAUL & COURTNEY WESTBERG	317.74
31536	1/23/2025	PAUL R AND DEBORAH K HOLMAN	234.92
31537	1/23/2025	RHYME BUSINESS PRODUCTS	745.92
31538	1/23/2025	ROBERT R KETTER/MARY V PLATT	9.33
31539	1/23/2025	RYAN R STEWART LIV TST/JENNIFER J STEWART LIV	270.97
31540	1/23/2025	SCOTT G ELMER/EMILY A SCHEFFLER	251.62
31541	1/23/2025	SERVICE MOTOR COMPANY	2,179.82
31542	1/23/2025	STEVE & LINDA BORSECNIK	17.48

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NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 1/01/2025 From Account:  
Thru: 1/31/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
31543	1/23/2025	STEVE T HOEHNE/NOELLE M HOEHNE	18.24
31544	1/23/2025	TASC	175.00
31545	1/23/2025	TEAMSTERS LOCAL UNION 662	198.00
31546	1/23/2025	TERRY HAASE & JULIE KITZMILLER	245.00
31547	1/23/2025	THOMAS & CHRISTINE RICHARDS	29.08
31548	1/23/2025	TIMOTHY J & REYNEE W KACHUR	255.89
31549	1/23/2025	TODD G CHESLOCK	238.30
31550	1/23/2025	TRACY BERGE DARLING	63.66
31551	1/23/2025	TRUCK EQUIPMENT INC	149.95
31552	1/23/2025	TRUDY MCGREGOR/RICHARD WHITE	6.59
31553	1/23/2025	U.S. AUTO FORCE	358.40
31554	1/23/2025	WERNER PEST & ODOR CONTROL	196.35
31555	1/23/2025	WI SCTF	296.00
31556	1/23/2025	WI SOCIETY OF EMERGENCY SERVICES INSTRUCTORS	150.00
31557	1/23/2025	WINNEBAGO COUNTY TREASURER	209,743.90
31558	1/31/2025	GLATFELTER SPECIALTY BEN/VFIS	11,105.20
Grand Total			3,511,085.69

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NICOLET NATIONAL BANK (POOLED)

ALL Checks

Posted From: 1/01/2025 From Account:  
Thru: 1/31/2025 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	3,206,800.77
Total Expenditure from Fund # 230 - SOLID WASTE/RECYCLING	31,709.80
Total Expenditure from Fund # 240 - CEMETERY	600.00
Total Expenditure from Fund # 300 - DEBT SERVICE	33,072.00
Total Expenditure from Fund # 400 - GENERAL CAPITAL PROJECTS	202,483.50
Total Expenditure from Fund # 620 - SANITARY DISTRICT	35,183.39
Total Expenditure from Fund # 640 - STORM WATER	1,236.23
Total Expenditure from all Funds	3,511,085.69