



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

4. Town of Clayton - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

5. Town of Clayton - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

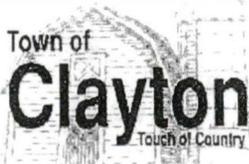
The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**



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Thursday, August 18, 2022

County Zoning Office  
Attn: Cary A. Rowe  
112 Otter Avenue  
Oshkosh, WI 54901

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Re: Town Board approved amendment to the Town's Zoning Code of Ordinances Map.

Mr. Cary A. Rowe:

Enclosed please find the material relative to the following amendment(s) to the Zoning Code of Ordinances, Zoning Map in the Town of Clayton:

A Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

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

Sincerely,

A handwritten signature in cursive script that reads "Tori Straw".

Tori Straw  
Town Administrator

CC County Clerk, Sue Ertmer

# Town of Clayton

## RE-ZONING APPLICATION

Mail: 8348 County Road T - Larsen, WI 54947  
Phone - 920-836-2007 Fax - 920-836-2026 Email - tocadmin@new.rr.com

Property Owner(s): Paul & Jolene Moran

Address/Zip: 2741 Holiday Court

Phone: (920) 725-6304 Fax: \_\_\_\_\_ E-Mail: paulmoran@mac.com

Applicant: Jim Schloff, Davel Engineering & Environmental Inc.

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

Address/City/Zip: Jim Schloff PLS Davel Engineering & Environmental, Inc. 1164 Province Terrace, Menasha

Phone: 920-560-6562 Fax: \_\_\_\_\_ E-Mail: jim@davel.pro

Describe the reason for the Re-Zoning: Proposed CSM with less than a 5 acre lot Therefore we are requesting a Rezone to R-2 Suburban Residential

### Re-Zoning Specifics:

No. of Lots: 1 Total Acreage: 3.14 Ac Tax Key No.: Part of 006-0662 - 03

Legal Description: Lot 2 of Proposed CSM being Part of Lot 3 of CSM 339 6 SE 1/4 of SW 1/4 Sec 25, T20N R16E

Current Zoning: General AG

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

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

### For Town Use Only

#### Fee (see Fee Schedule)

Fee: 300 Check # 14453 Receipt TWS Date 7/11/02

Date Received Complete \_\_\_\_\_ By \_\_\_\_\_ App. No. \_\_\_\_\_

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

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

300' Neighborhood Notice Distribution \_\_\_\_\_

Re-Zoning is: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments \_\_\_\_\_

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

To print, click the disk icon below -> then PDF

1 of 1

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# Parcel Profile Report for 006065203

## Real Estate Property & Tax Information

[Interactive Map](#)

This tax information was compiled on THURSDAY, AUGUST 4, 2022

[More Details](#)

Mailing Address:

MORAN, PAUL  
MORAN, JOLENE  
2741 HOLIDAY CT  
NEENAH WI 54956

Owner(s):

MORAN, JOLENE  
MORAN, PAUL

Tax Parcel Number:

006065203

Tax District:

006-TOWN OF CLAYTON

Acres:

9.37

School District:

3892-NEENAH JOINT SCHOOL DISTRICT

[Interactive Map](#)

Assessed Values

[More Assessment Details](#)

Land:

\$134,400

Improvements:

\$1,040,800

Total:

\$1,175,200

Brief Property Description (for a complete legal description, see recorded document):

PT SE SW DESC AS LOT 3 OF CSM-3396 9.37 A.

Document Number:

1876843

Site Address(es):

2741 HOLIDAY CT

NEENAH WI 54956

## Public Land Survey System (PLSS) Information

[Interactive Map](#)

Physical Location(s):

SE 1/4, SW 1/4 of Section 25, T.20N. - R.16E., TOWN OF CLAYTON

## General Zoning Information

District:

A-2

Description:

GENERAL AGRICULTURE DISTRICT

Jurisdiction:

TOWN OF CLAYTON

[Interactive Map](#)

Extraterritorial:

CITY OF NEENAH

Shoreland:

NONE

[Interactive Map](#)

## Navigable Stream and Surface Water Drainage Information

[Interactive Map](#)

Classification:

NONE

Source:

Type:

Surface Water Drainage Dist:

NONE

## Airport Zoning and Height Limitation Information

Airport:

NONE

District(s):

Elevation Range:

816 - 842

Height Limitation(s):

NONE

Building Height:

## County Floodplain and FEMA Special Flood Hazard Area (SFHA) Information

[Interactive Map](#)

County District:

NONE

SFHA Zone:

ZONE X

SFHA Zone Type:

OUTSIDE FLOODPLAIN

FIRM Panel:

55139C0095E

Map Effective Date:

MARCH 17, 2003

## Wisconsin Wetland Inventory Information

[Interactive Map](#)

Area Code: Area Description:

A2/W0H AQUATIC BED, OPEN WATER

Source:

WI DNR

**Future Land Use Planning Information**

County Use:	Municipal Planning Authority:	Municipal Use:
<b>RESIDENTIAL</b>	<b>TOWN OF CLAYTON</b>	<b>RESIDENTIAL - SINGLE AND TWO FAMILY</b>

**Elevation Information (NAV88, US Survey Feet)**

[Interactive Map](#)

Range:	Elevation Change:	Average:
<b>816 - 842</b>	<b>26</b>	<b>829</b>

**Soil Survey Information**

[Interactive Map](#)

Symbol:	Name:	Drainage Class:	Farmland Class:	Hydrologic Group:
<b>HrB</b>	<b>Hortonville silt loam, 2 to 6 percent slopes</b>	<b>Well drained</b>	<b>II</b>	<b>C</b>
<b>HrC2</b>	<b>Hortonville silt loam, 6 to 12 percent slopes, eroded</b>	<b>Well drained</b>	<b>III</b>	<b>C</b>
<b>MaA</b>	<b>Manawa silty clay loam, 0 to 3 percent slopes</b>	<b>Somewhat poorly drained</b>	<b>II</b>	<b>D</b>
<b>Pg</b>	<b>Pits, gravel</b>		<b>VIII</b>	

**Election Information**

Type:	District:	Voting Ward:
<b>WINNEBAGO COUNTY BOARD OF SUPERVISORS</b>	<b>29</b>	<b>3</b>
Supervisor:	Polling Place:	
<b><u>RACHEL A. YOUNGQUIST</u></b>	<b>CLAYTON MUNICIPAL BUILDING 8348 COUNTY RD. T</b>	

**2010 United States Census Bureau Information**

State and County FIPS code(s):	Tract:	Block:	Total Population:
<b>55 139</b>	<b>002300</b>	<b>2027</b>	<b>175</b>

**Historical Photography Information**

Flight Year:	File Name:
<b>1941</b>	<b><u>AIW-2B-8-41.tif</u></b>
<b>1957</b>	<b><u>AIW-1T-86-57.tif</u></b>
<b>1975</b>	<b><u>2016-75.tif</u></b>
<b>1981</b>	<b><u>I-3-81.tif</u></b>

**Special Casing Area Requirements for Arsenic Information**

[Casing Map](#)

**Special well casing depth area for Winnebago County - effective October 1, 2004**

[More Details](#)



This report was created for use by the Winnebago County Geographic Information System project. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. Winnebago County disclaims all liability regarding fitness of the information for any use other than Winnebago County business.

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

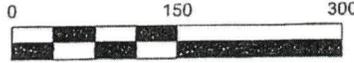
All of Lot 3, Certified Survey Map 3396 being part of the Southeast 1/4 of the Southwest 1/4, Section 25, Township 20 North, Range 16 East, Town of Clayton, Winnebago County, Wisconsin.

### Right to Farm Statement

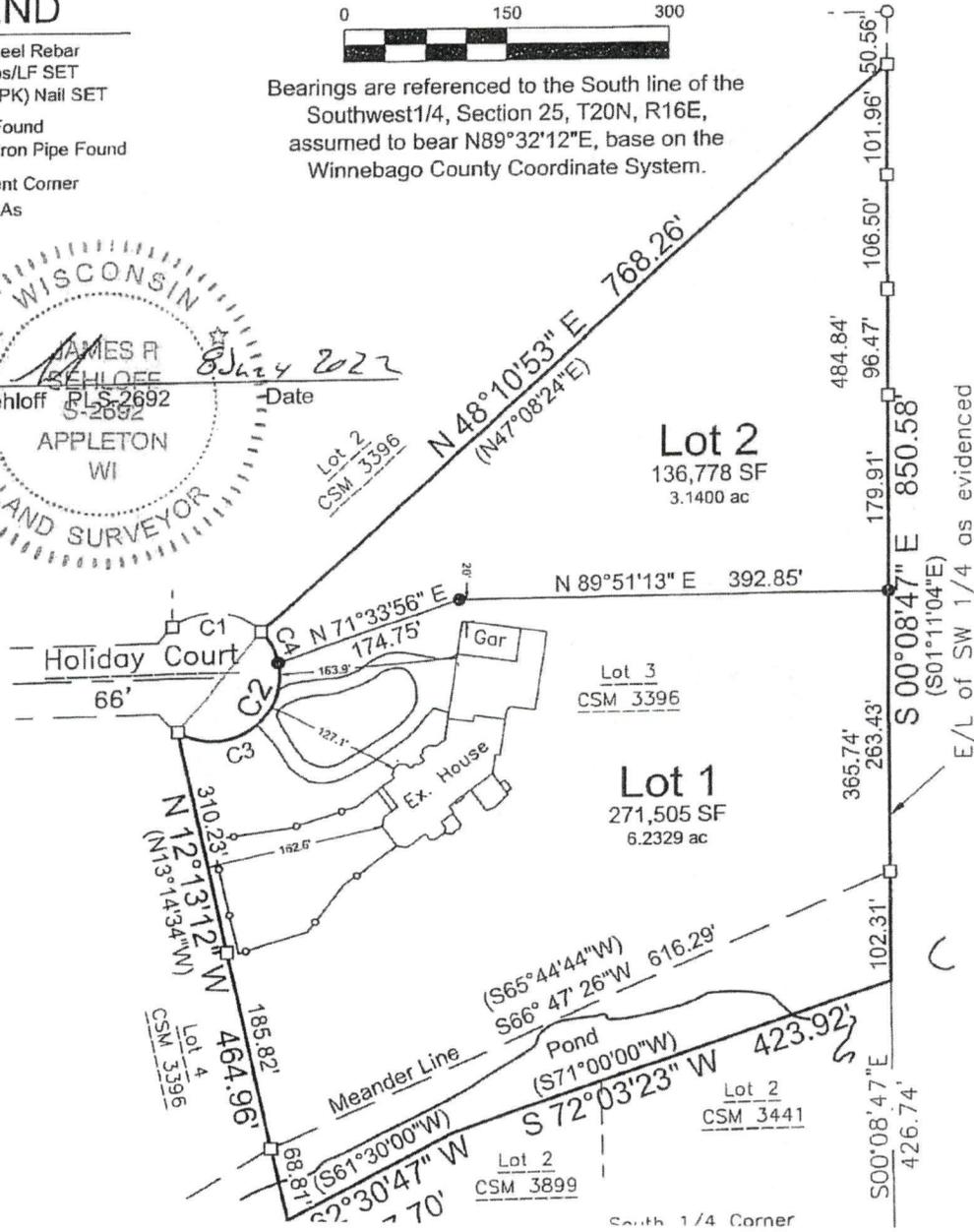
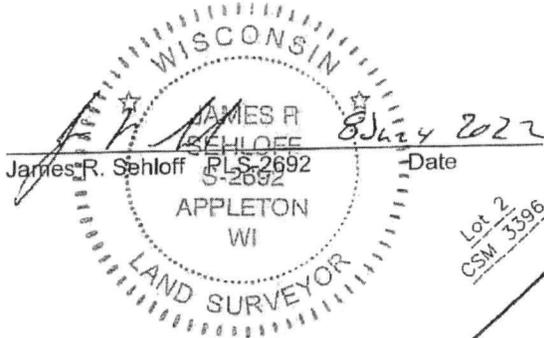
The Lot created on the Certified Survey Map is adjacent to properties that, as of this document, are being used for agricultural purposes. Some individuals believe that the activities associated with the agricultural use constitute a nuisance or conflict with the quiet enjoyment of their property. This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

### LEGEND

- 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
- ⊙ Masonry (PK) Nail SET
- 3/4" Rebar Found
- 1.3" O.D. Iron Pipe Found
- ⊕ Government Corner
- ( ) Recorded As



Bearings are referenced to the South line of the Southwest 1/4, Section 25, T20N, R16E, assumed to bear N89°32'12"E, base on the Winnebago County Coordinate System.



E/L of SW 1/4 as evidenced  
Unplatted Lands  
Donald E. & Patricia Prellwitz

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
Wednesday, August 17, 2022  
7:00 P.M.

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

- 
- I. Call to Order: Town Board Chair Geise called the meeting to order at 7:00 p.m.
- A. Pledge of Allegiance
  - B. Verification of Notice
  - C. Meeting Roll
    - a. Board of Supervisors
      - Chair Geise PRESENT
      - Supervisor Lettau PRESENT
      - Supervisor Grundman PRESENT
      - Supervisor Reif EXCUSED
      - Supervisor Christianson PRESENT
    - b. Staff
      - Administrator Straw PRESENT
      - Clerk Faust-Kubale PRESENT
      - Engineer Hamblin PRESENT
      - Town Attorney LaFrombois ARRIVED 7:24 PM
- II. Public Hearing(s) and/or Public Information Meeting(s):
- A. No Public Hearings.
- III. Approval of Minutes:
- A. Approval of the Minutes of the Wednesday, August 3, 2022 Town Board Meeting.
- MOTION:**
- Motion made** by unanimous consent to approve the August 3, 2022 Meeting Minutes as presented.
- Motion carried.**
- IV. Open Forum – Town-related matters not on the agenda: NONE
- V. Correspondence:
- A. Distribution of the August 9, 2022 Neenah Public Library Board Meeting Minutes.
  - B. Distribution of the July/August 2022 Boardman and Clark Municipal Law Newsletter.
    - Chair Geise noted that in the newsletter it was reported that the WI Supreme Court ruled election drop boxes to be illegal and ballots need to be mailed or dropped off by the voter.

VI. Discussion Items (No action will be taken):

- A. County Supervisor Report - NONE
- B. Winnebago County Sheriff's Department: Public Concerns and Issues - NONE
- C. Department of Public Safety - NONE
- D. Larsen/Winchester Sanitary District - NONE
- E. Administration Comments
  - Chair Geise reported there was a second meeting regarding the Winneconne Joint Municipal Court. At that meeting, the Town Chairs present discussed the possibility of sharing a Code Enforcement Officer and are planning to set another meeting with Village of Winneconne in the next few weeks to continue discussions.
  - Chair Geise also noted in response to comments made at the Public Hearings at the last Town Board meeting, that the 2020 Census estimate numbers show the Town has had an increase in population of 46 persons and is second in size only to Town of Algoma. Chair Geise hoped that these facts would help correct the assertions made residents are leaving the Town because of taxes.
  - Administrator Straw also reminded that the Fire Department Touch A Truck event is this weekend and encouraged all to attend.

VII. The Operator Licenses Issued by the Town Clerk:

- A. New:
  - a. Mary Meyer
- B. Renewal:
  - a. None

VIII. Business referred by the Plan Commission:

- A. Plan Commission review and recommendation on the Conditional Use Application submitted by Robert Ketter & Mary Platt for property located at 2682 Megan Way, Neenah, WI 54956, specifically described as Tax ID #006-1526, Breaker Ridge Plat Lot 37 and being part of the Northeast ¼ of the Northwest ¼ and the Northwest ¼ of the Northeast ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is Short-term Rental of their Single-Family Primary Residence.
  - Chair Knapinski noted this item did have a Public Hearing, and after discussion by the Commissioners, was tabled.
- B. Plan Commission review and recommendation on the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956, specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is for Backyard Chickens.
  - Chair Knapinski noted the Commissioners recommended approval of this item and the owners were amenable to all conditions.

- C. Plan Commission review and recommendation on a Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Re-zoning is from A-2 (General Agriculture District) to R-1 (Rural Residential District).
- Chair Knapinski reminded the Board that the CSM was approved last month, and the re-zone application was required because Lots 2 & 3 of the CSM are under the 5-acre minimum.
- D. Plan Commission review and recommendation on a Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted that this CSM is to subdivide a large lot and it is at the end of a cul-de-sac. Chair Knapinski noted there was some concern over the narrow drive on the new parcel, but it does meet the requirements so the Commission recommends approval.
- E. Plan Commission review and recommendation on a Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).
- Chair Knapinski noted this corresponds with the CSM in item D and the application is required as the new lot is under the 5-acre minimum.
- F. Plan Commission review and recommendation on a Sign Review Application submitted by Fox Cities Sign, 1125D Tuckaway Ln, Menasha, WI 54952 for property owned by Dale Mart, LLC, 8510 State Road 76, Neenah, WI 54956, specifically described as Tax ID 006-0361, being part of the Southwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted this item was tabled by the Commissioners due to some confusion over the sign and conflicting applications received.
- G. Plan Commission review and recommendation on a Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Chair Knapinski noted this is for an entry sign to the new apartment complex, and the condition added by the Commissioners was that it be added at least 10 feet off the Right of Way which the builders have assured it will be.
- H. Plan Commission review and recommendation on appointing members to an Ad Hoc Committee to review/update/recreate the Town's Site Plan Review Procedures and Requirements.
- Chair Knapinski noted the list was approved with Commissioner Haskell volunteering to be the Commission representative for this committee. Administrator Straw clarified no Board action is needed on this item.
- I. Plan Commission review and discussion on Farm-Raised Fish/Fish Farming in the Suburban Residential (R-2) District.
- Chair Knapinski noted this request came about because a resident has a pond and wanted to stock fish for private use and there was no other category that was applicable.
  - Chair Geise asked if this would be similar to a koi pond, and Engineer Hamblin noted that those would be technically considered landscaping.
- IX. Business referred by the Parks & Trails Committee:
- A. Parks & Trails review and discussion of a future location for the addition of Pickle Ball Court(s).
- Chair Geise noted this was a discussion only item and no recommendations are before the Board.
- B. Parks & Trails review and discussion to update Part 3 of the Town of Clayton Comprehensive Plan: "Park and Open Space Plan 2016-2020".
- Chair Geise noted this was a discussion only item and no recommendations are before the Board.
- X. Business:
- A. Discussion/Action: Town Board review and consideration of the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956, specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is for Backyard Chickens.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956,

specifically described as Tax ID # 006-1174, being part of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin for backyard chickens with all Staff and Plan Commission recommendations.

**Motion carried.**

- B. Discussion/Action: Town Board review and consideration of a Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Re-zoning is from A-2 (General Agriculture District) to R-1 (Rural Residential District).

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**MOTION:**

**Motion made** by unanimous consent to approve the Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lots 2 & 3 of the proposed CSM from A-2 (General Agriculture District) to R-1 (Rural Residential District).

**Motion carried.**

- C. Discussion/Action: Town Board review and consideration of a Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

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**Motion carried.**

D. Discussion/Action: Town Board review and consideration of a Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

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**Motion made** by unanimous consent to approve the Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lot 2 of the proposed CSM from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

**Motion carried.**

E. Discussion/Action: Town Board review and consideration of a Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast ¼ of the Northeast ¼ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

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**Motion carried.**

F. Discussion/Action: Town Board review and consideration of Resolution 2022-015 A Resolution Authorizing a Referendum for the Town of Clayton to Allow the Town to Exceed the State Imposed Levy Limit beginning with the 2022 Levy (Collected in 2023).

The Board reviewed a copy of Resolution 2022-015. The Town Board held the Public Hearing for this item at the August 03, 2022 Board Meeting. At the Public Hearing, the residents that were in attendance expressed their desire to not have a Police Officer at this time. However, they did express a desire to allow the Board to exceed the Levy Limit based on the need for additional staff.

Because the Resolution was based on exceeding the Levy Limit with the full \$250,000.00, the Administration respectfully requested the Board table approving the Resolution until the Staff could correct it with the appropriate numbers and language.

The numbers, calculations, and language has been corrected with the \$100,000.00 increase in the levy, as agreed upon by the electors present at the Public Hearing.

- Chair Geise noted that the public comment coming out of the Public Hearing was taken into consideration in revising the Resolution to reflect only the need for additional staff, and thanked the residents that participated. Chair Geise questioned if the action needed to state the dollar amount of the Resolution and Attorney LaFrombois did not feel it needed to be expressly called out since it is in the Resolution document.

**MOTION:**

**Motion by:** Supervisor Grundman  
**Second by:** Supervisor Christianson

**Motion made** to approve the Resolution 2022-015 A Resolution Authorizing a Referendum for the Town of Clayton to Allow the Town to Exceed the State Imposed Levy Limit beginning with the 2022 Levy (collected in 2022/2023) and direct staff to provide the County Clerk a certified copy to ensure the referendum question will be placed on the November 8, 2022 election ballot for all wards within the Town.

**ROLL CALL:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Chair Geise	Aye

Supervisor Christianson                      Aye

**Motion carried 4-0.**

G. Discussion/Action: Town Board review and consideration of a Continuing Disclosure Master Agreement for Ehlers, Inc., N21W23350 Ridgeview Pkwy, Waukesha, WI 53188 to engage their services for Municipal Debt Issuance and Management.

The Board reviewed will a copy of the Continuing Disclosure Master Agreement with Ehlers to engage their services for Municipal Debt Issuance and Management.

Brian Roemer, Municipal Advisor, with Ehlers will be at the meeting to introduce himself and Ehlers to the Board. The Town's previous Financial Advisor, Jeff Belongia, will no longer be working with the Town. The Staff and Administration have not been pleased with Mr. Belongia's approach to Municipal General Obligation Debt. Mr. Belongia and the previous Administration, has placed the Town in a precarious position with GO Debt.

With the help of Ms. Ginny Hinz, the Town's Financial Advisor, and the help of Ehlers, the Administration and Staff have been working on a financial plan that will enable the Town to grow without putting the Town into financial situation that cannot be reversed.

- Chair Geise noted that the previous firm was not doing a good job for the Town and now looking to make a change.
- Lisa Tuchatoski, representing Ehlers, noted that the firm is a financial advisor for municipalities and would have a fiduciary duty to the Town if they are contracted.
- Brian Roemer spoke that Ehlers is certified to opine on debt and issuance of debt and is the only independent firm and represents many towns throughout the state. Mr. Roemer noted that the main focuses they are proposing for the Town are for issuance, management, and continuing disclosure & arbitrage. Mr. Roemer also noted the firm can help with reporting requirements.
- Supervisor Grundman asked where they are based and Mr. Roemer replied Waukesha but travel throughout the state and have other clients in Winnebago County as well.
- Chair Geise asked if this will be replacing the current Financial Advisor Ginny Hinz and Administrator Straw noted they will be working in conjunction as Ms. Hinz cannot provide some of the services that Ehlers does and they would be filling those gaps.

**MOTION:**

**Motion made** by unanimous consent to approve the Continuing Disclosure Master Agreement for Ehlers, Inc. to engage their services for Municipal Debt Issuance and Management and direct Staff to sign the agreement and return the signed document to the appropriate persons.

**Motion carried.**

H. Discussion/Action: Town Board review and consideration of appointing Rob Ketter to Plan Commission for the remainder of Brian White's 3-year term ending April 30, 2025.

Brian White expressed his desire to leave the Plan Commission with the caveat that he would remain a Commissioner until his replacement could be found.

Brian served as a Commissioner from May 1, 2019 until present and has served the Plan Commission well. We will be sorry to see him go, but welcome Mr. Ketter.

- Chair Geise asked how long Mr. Ketter has been a resident of the Town, and Mr. Ketter replied about a year. Chair Geise expressed his thanks for becoming more involved with the Town.

**MOTION:**

**Motion made** by unanimous consent to appoint Rob Ketter to the Plan Commission for the remainder of Brian White's 3-year term ending April 20, 2025 and direct staff to notify the appropriate personnel of the change.

**Motion carried.**

- I. Discussion/Action: Town Board review and consideration of Clayton Fire Rescue Standard Operating Policy Staff Vehicle Use.

The Board reviewed a copy of Clayton Fire Rescue Standard Operating Policy Staff Vehicle Use. For the past several months, there have been reports that the Department of Public Safety Vehicle has been used for personal use, rather than Town Business.

The Administration and Staff spoke with the Town Chair regarding this matter and resolved to create a policy for the use of Command 43, so that when reports come in, the policy can be referred to.

**MOTION:**

**Motion made** by unanimous consent to approve the Clayton Fire Rescue Standard Operating Policy: Staff Vehicle.

**Motion carried.**

- J. Discussion/Action: Town Board review and consideration of consideration of the Town Administrator Contract for the remainder of CY 2022 through December 2023.

The Board reviewed a copy of the Town Administrator Contract and background check for Kelly Wisnefske. As approved at the August 3, 2022 Board meeting, Kelly will be starting as the Town Administrator on September 6, 2022 with Tori taking on the role of Interim Treasurer until a Treasurer can be found. At that time, Tori will be training new office staff for the remainder of her contract.

The Contract contains all items agreed upon by the Board during the deliberation on Friday, July 29, 2022.

**MOTION:**

**Motion made** by unanimous consent to approve the Town Administrator Contract for the remainder of CY 2022 through December 2023 with an official start date for Ms. Wisniewski of September 6, 2022.

**Motion carried.**

- K. Discussion/Action: Town Board review and consideration of the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension for a cost of \$27,500.00.

The Board reviewed a copy of the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension. This agreement has come in considerably lower than first anticipated with a cost of \$27,500.

**MOTION:**

**Motion made** by unanimous consent to approve the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension for a cost not to exceed \$27,500.00.

**Motion carried.**

- L. Discussion/Action: Town Board review and consideration of increasing the purchase power of the Administrator to \$5,000.00.

The Board reviewed a copy of the amended Town of Clayton Town Purchasing Procedures Policy.

The Board approved an increase of the purchasing authorization for the Town Administrator on April 7, 2021 from \$1,500 to \$2,500 for routine purchases for the Town. In July, 2021, the Board approved an increase of the purchasing authorization for the Town Department Heads from \$500 to \$1,000.

As prices continue to rise, and the Town's equipment continue to age, the Town Administration and Staff are requesting the Board increase the purchasing authorization for the Town Administrator to reduce the amount of time required to have routine maintenance and repairs done to the equipment.

- Chair Geise noted this has been a contentious issue as things have become more expensive, especially repairs to Town equipment, the current limit of \$2,500.00 is no longer sufficient. Chair Geise noted there are work arounds, but that causes potentially more costly delays as multiple purchase orders need to be issued over multiple days, with Public Works being the most affected by the current limit.
- Administrator Straw cited the example of the new disc golf baskets having to go before the Board multiple times because of the cost.

**MOTION:**

**Motion made** by unanimous consent to approve the amended Town of Clayton Town Purchasing Procedures Policy showing the increase of the purchasing power of the Administrator to \$5,000.00.

**Motion carried.**

M. Discussion/Action: Town Board review and consideration of the Amendment to the Offer to Purchase for Parcel #006-0340-02-01 for \$425,555.00.

The Board reviewed a copy of the Amendment to the Offer to Purchase for Town-owned property on the Northeast corner of the future West American Drive & Eagle Heights, specifically described as Tax ID #006-0340-02-01 in the amount of \$425,555.000.

This item was on the July 20, 2022 Board meeting. During the discussion the Town's Attorney requested the item be tabled until the Attorney had a chance to look at the document. The document is showing the Attorney's amendments to the original Offer to Purchase.

- Chair Geise noted this was part of the land the Town purchased to fight annexation attempts. The land was purchased for between \$27,000 and \$29,000 per acre and will be selling for approximately \$63,000 per acre.
- Dennis Jochman, Town Broker, noted the purchase agreement includes paying full price for the land, a special assessment for W American Dr, and utilities for Eagle Heights.
- Supervisor Grundman questioned if the Town still has more parcels to sell, and Administrator Straw noted there are approximately 80 acres still owned by the Town across several parcels.

**MOTION:**

**Motion made** by unanimous consent to approve the Amendment to the Offer to Purchase for Parcel #006-0340-02-01 for \$425,555.00 as presented.

**Motion carried.**

- Mr. Jochman began recounting to the Board other Town owned parcel related business, and Attorney LaFrombois advised this was not the appropriate time to speak on other Town business, as there is no corresponding agenda item.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance
  - Plan Commission Comprehensive Plan Meeting August 24, 2022 at 7 pm
- XIV. Board Member Requests for Future Agenda Items
- XV. Adjournment by unanimous consent at 8:08 p.m.

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk

DRAFT



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

4. Town of Clayton - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

5. Town of Clayton - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

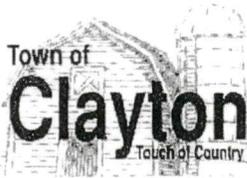
**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

006-0816-01-03 & 006-0816-01-02  
A-2 to R-1, FLU: Res



---

Thursday, August 18, 2022

County Zoning Office  
Attn: Cary A. Rowe  
112 Otter Avenue  
Oshkosh, WI 54901

---

Re: Town Board approved amendment to the Town's Zoning Code of Ordinances Map.

Mr. Cary A. Rowe:

Enclosed please find the material relative to the following amendment(s) to the Zoning Code of Ordinances, Zoning Map in the Town of Clayton:

A Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest ¼ of the Southeast ¼ of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lots 2 & 3 of the proposed CSM from A-2 (General Agriculture District) to R-1 (Rural Residential District).

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

Sincerely,

Tori Straw  
Town Administrator

CC County Clerk, Sue Ertmer

# WINNEBAGO COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Sheet 1 of 3

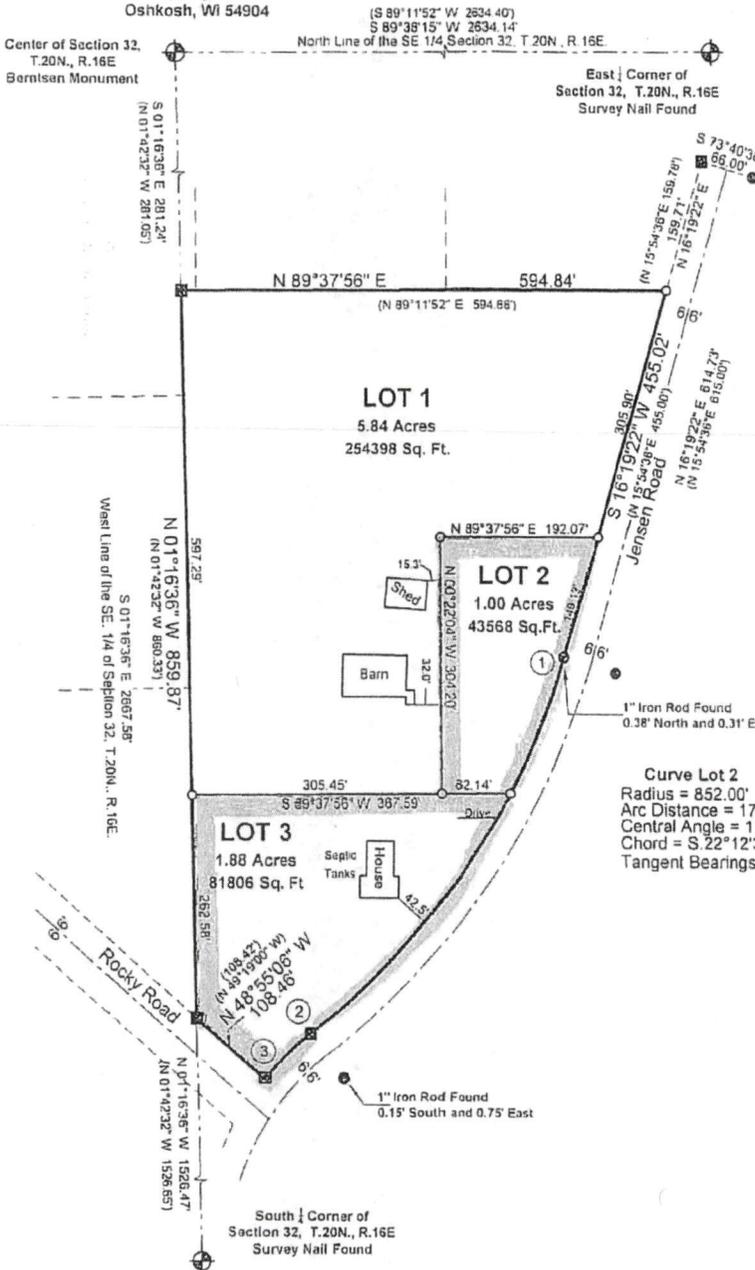
A PART OF THE NW.1/4 OF THE SE.1/4 OF SECTION 32, T.20N., R.16E.

SURVEY FOR: Bret Blickhahn  
4362 Rocky Road  
Oshkosh, WI 54904

TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN.

### Town Notes

THE LOTS CREATED ON THIS 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 THE ADJACENT PROPERTIES.



### -LEGEND-

- SECTION CORNER
- 3/4" X 18" DIA. IRON REBAR SET, WEIGHING NOT LESS THAN 1.5 LBS PER LINEAR FOOT
- 1 1/4" IRON PIPE FOUND
- 1" IRON ROD FOUND
- (100') = RECORDED DATA

### Curve Data

**Curve 1-2**  
Radius = 852.00' (852.00')  
Arc Distance = 550.98' (551.30')  
Central Angle = 37°03'10" (37°04'45")  
Chord = S 34°50'57" W 541.43' (S 34°25'08" W 541.80')  
Tangent Bearings S 63°22'31" W  
N 16°19'22" E.

**Curve 2-3**  
Radius = 327.00' (327.00')  
Arc Distance = 78.27' (78.41')  
Central Angle = 13°42'54" (13° 44'16")  
Chord = S 46°31'05" W 78.09' (S 46°05'20" W 78.22')  
Tangent Bearings S 53°22'31" W  
S 39°39'38" W

**Curve Lot 2**  
Radius = 852.00'  
Arc Distance = 175.07'  
Central Angle = 11°46' 23"  
Chord = S 22°12'33" W 174.76'  
Tangent Bearings S 28°05'45" W  
N 16°19'22" E.

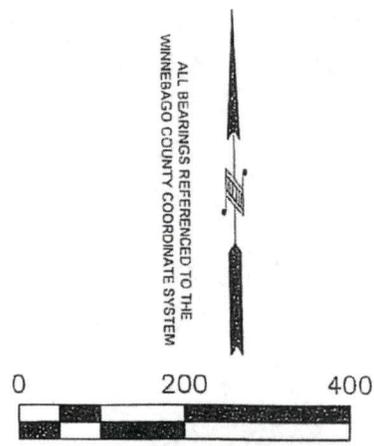
**Curve Lot 3**  
Radius = 852.00'  
Arc Distance = 375.91'  
Central Angle = 25°16' 47"  
Chord = S 40°44'08" W 372.87'  
Tangent Bearings S 53°22'31" W  
S 28°05'45" W

DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

WISCONSIN REGISTERED LAND SURVEYOR S-1599  
LAWRENCE C. KRIESCHER

**L.C.KRIESCHER AND ASSOCIATES LLC**  
5251 GRANDVIEW ROAD  
LARSEN, WI 54947  
920-836-3576

BOUNDARY SURVEY  
&  
LAND DESIGN



PROJECT NO. 2021-02-01  
FILE NO. BLICKHAHN.DWG  
NOTEBOOK: 24 PAGE: 8

DWG. NO. L- 556

THIS INSTRUMENT DRAFTED BY L.C. KRIESCHER S-1599

Town of Clayton  
RE-ZONING APPLICATION

Mail: 8348 County Road T - Larsen, WI 54947  
Phone - 920-836-2007 Fax - 920-836-2026 Email - tocadmin@new.it.com

Property Owner(s): BRET BLICKHAHN

Address/Zip: 4362 ROCKY RD. OSHKOSH, WI 54904

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant: LAWRENCE C. KRIESCHER

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

Address/City/Zip: 5251 GRANDVIEW RD.

Phone: 920-836-3576 Fax: \_\_\_\_\_ E-Mail: LARRYKRIESCHER@OUTLOOK.COM

\* Describe the reason for the Re-Zoning: LOTS 2 & 3 ARE UNDER THE 5.0 ACRES CUT-OFF TO REMAIN IN A-2 AGZ. ZONING, THEREFORE A ZONING CHANGE TO R-1 RESIDENTIAL IS REQUIRED PER TOWN ZONING REGULATIONS

Re-Zoning Specifics:

No. of Lots: 2 Total Acreage: 2.88 Tax Key No.: 006-0816-01

Legal Description: PART OF THE NW 1/4 OF THE SE 1/4 SECTION 32, T. 20N, R. 16E.

Current Zoning: A-2 AGRICULTURE

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

\* Applicant Signature: [Signature] Date: 6-10-20

For Town Use Only			
Fee (see Fee Schedule)			
Fee: <u>300</u>	Check # _____	Receipt <u>9.126</u>	Date <u>6/6/20</u>
Date Received Complete _____	By _____	App. No. _____	
Review Meetings - Plan Comm _____	Town Board _____		
Newspaper Publication Dates _____	& _____	Posting Date _____	
300' Neighborhood Notice Distribution _____			
Re-Zoning is: Approved _____	Denied _____		
Comments _____			

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

To print, click the disk icon below -> then PDF

1 of 1

Find | Next



# Parcel Profile Report for 006081601

## Real Estate Property & Tax Information

[Interactive Map](#)

This tax information was compiled on THURSDAY, AUGUST 4, 2022

[More Details](#)

Mailing Address:  
**BLICKHAHN, BRET  
4362 ROCKY RD  
OSHKOSH WI 54904**

Owner(s):  
**BLICKHAHN, BRET**

Tax Parcel Number:  
**006081601**

Tax District:  
**006-TOWN OF CLAYTON**

Acres:  
**8.72**

School District:  
**6608-WINNECONNE COMMUNITY SCHOOL DISTRICT**

[Interactive Map](#)

## Assessed Values

[More Assessment Details](#)

Land:  
**\$69,800**

Improvements:  
**\$119,000**

Total:  
**\$188,800**

Brief Property Description (for a complete legal description, see recorded document):

**PT NW SE COM 1526.65 FT N OF S1/4 COR POB N 860.33 FT E 594.88 FT TO WL ROAD SWLY  
ALG WL OF ROAD TO PT S49DG19E OF BEG N49DG19W 108.24 FT TO POB 8.72 A.**

Document Number:  
**1862178**

Site Address(es):  
**7379 JENSEN RD OSHKOSH WI 54904**

## Public Land Survey System (PLSS) Information

[Interactive Map](#)

Physical Location(s):  
**NW 1/4, SE 1/4 of Section 32, T.20N. - R.16E., TOWN OF CLAYTON**

## General Zoning Information

District: Description:  
**A-2 GENERAL AGRICULTURE DISTRICT**

Jurisdiction:  
**WINNEBAGO COUNTY**

[Interactive Map](#)

Extraterritorial:  
**NONE**

Shoreland:  
**ALL OR A PORTION OF THIS PROPERTY IS  
LOCATED IN THE SHORELAND AREA**

[Interactive Map](#)

## Navigable Stream and Surface Water Drainage Information

[Interactive Map](#)

Classification:	Source:	Type:	Surface Water Drainage Dist:
<b>NAVIGABLE - PERMANENT (UNCHECKED)</b>	<b>USGS QUAD MAP</b>	<b>PERMANENT</b>	<b>NONE</b>

## Airport Zoning and Height Limitation Information

Airport:	District(s):	Elevation Range:	Height Limitation(s):	Building Height:
<b>NONE</b>		<b>794 - 828</b>	<b>NONE</b>	

## County Floodplain and FEMA Special Flood Hazard Area (SFHA) Information

[Interactive Map](#)

County District:	SFHA Zone:	SFHA Zone Type:	FIRM Panel:	Map Effective Date:
<b>NONE</b>	<b>ZONE X</b>	<b>OUTSIDE FLOODPLAIN</b>	<b>55139C0100E</b>	<b>MARCH 17, 2003</b>

## Wisconsin Wetland Inventory Information

[Interactive Map](#)

Area Code:	Area Description:	Source:
<b>NONE</b>		

Future Land Use Planning Information

County Use:	Municipal Planning Authority:	Municipal Use:
<b>AGRICULTURAL AND RURAL</b>	<b>TOWN OF CLAYTON</b>	<b>AGRICULTURE/RURAL RESIDENTIAL</b>
<b>ENVIRONMENTAL</b>	<b>TOWN OF CLAYTON</b>	<b>OPEN WATER/POOL LAKES</b>
<b>RESIDENTIAL</b>	<b>TOWN OF CLAYTON</b>	<b>RESIDENTIAL - SINGLE AND TWO FAMILY</b>

Elevation Information (NAVD88, US Survey Feet)

Range:	Elevation Change:	Average:
<b>794 - 828</b>	<b>34</b>	<b>811</b>

[Interactive Map](#)

Soil Survey Information

Symbol:	Name:	Drainage Class:	Farmland Class:	Hydrologic Group:
<b>CeB</b>	<b>Casco loam, 2 to 6 percent slopes</b>	<b>Somewhat excessively drained</b>	<b>III</b>	<b>B</b>
<b>LzB</b>	<b>Lorenzo variant loam, 2 to 8 percent slopes</b>	<b>Moderately well drained</b>	<b>III</b>	<b>C/D</b>
<b>Pg</b>	<b>Pits, gravel</b>		<b>VIII</b>	

[Interactive Map](#)

Election Information

Type:	District:	Voting Ward:
<b>WINNEBAGO COUNTY BOARD OF SUPERVISORS</b>	<b>36</b>	<b>9</b>
Supervisor:	Polling Place:	
<b><u>HOWARD MILLER</u></b>	<b>CLAYTON MUNICIPAL BUILDING</b>	
	<b>8348 COUNTY RD. T</b>	

2010 United States Census Bureau Information

State and County FIPS code(s):	Tract:	Block:	Total Population:
<b>55 139</b>	<b>002300</b>	<b>1099</b>	<b>24</b>

Historical Photography Information

Flight Year:	File Name:
<b>1941</b>	<b><u>AIW-1B-179-41.tif</u></b>
<b>1957</b>	<b><u>AIW-1T-146-57.tif</u></b>
<b>1975</b>	<b><u>2016-75.tif</u></b>
<b>1981</b>	<b><u>G-4-81.tif</u></b>

Special Casing Area Requirements for Arsenic Information

**Special well casing depth area for Winnebago County - effective October 1, 2004**

[Casing Map](#)

[More Details](#)



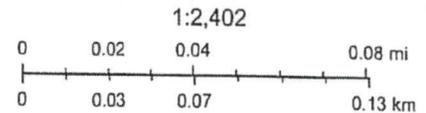
This report was created for use by the Winnebago County Geographic Information System project. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. Winnebago County disclaims all liability regarding fitness of the information for any use other than Winnebago County business.

# Shoreland Area Site Map



8/7/2022, 11:58:39 AM

- |                        |  |
|------------------------|--|
| <b>Shoreland Type</b>  | <b>Navigable Waterways</b>                 |
| 300' Buffer            | — Navigable - Permanent (unchecked)        |
| 1000' Buffer           | - - - Navigable - Intermittent (unchecked) |
| Extended by Floodplain | - · - Navigable - Stream (unchecked)       |
| Shoreland Boundary     | — Navigable - Permanent (checked)          |
| Tax Parcels            | - - - Navigable - Intermittent (checked)   |



Winnebago County GIS, Imagery Date: April 2020

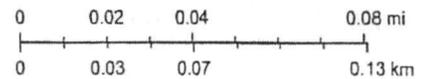
# Hydrology Site Map



8/7/2022, 11:59:19 AM

1:2,402

- |                              |                                    |
|------------------------------|------------------------------------|
| Wetland Areas                | Excavated pond                     |
| Wetland                      | Project Review Area                |
| Open Water Wetland           | Surface Water Drainageway District |
| Wetland Features             | Tax Parcels                        |
| Undelineated Wetland < 2 Ac. | Navigable Waterways                |
| Dammed pond                  | Navigable - Permanent (unchecked)  |



Winnebago County GIS, Imagery Date: April 2020

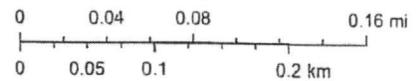
006-0816-01



7/26/2022, 10:54:55 AM

1:4,803

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



Winnebago County GIS, Imagery Date: April 2020

STATE OF WISCONSIN  
WINNEBAGO COUNTY)

**WINNEBAGO COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Sheet 1 of 3

**A PART OF THE NW.1/4 OF THE SE.1/4 OF SECTION 32, T.20N., R.16E.**

SURVEY FOR: **Ernst Blichhahn**  
4382 Rocky Road  
Coblescook, WI 54904

**TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN.**

**Town Notes**

THE LOTS CREATED ON THIS 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 THE ADJACENT PROPERTIES.

**LEGEND**

- ◆ SECTION CORNER
  - 3/4" X 1/8" DIA. IRON REBAR SET, WEIGHING NOT LESS THAN 1.6 LBS PER LINEAR FOOT.
  - 1 1/4" IRON PIPE FOUND
  - 1" IRON ROD FOUND
  - (107) = RECORDED DATA
- Revised for Town of Clayton

**Curve Data**

**Curve 1-2**

Radius = 862.00' (862.00)  
Arc Distance = 650.88' (591.86)  
Central Angle = 37°08'10" (37°04'45")  
Chord = S.34°50'67"W, 641.43' (S.34°29'05"W, 641.80)  
Tangent Bearings S 53°22'31" W  
N.16°19'22" E

**Curve 2-3**

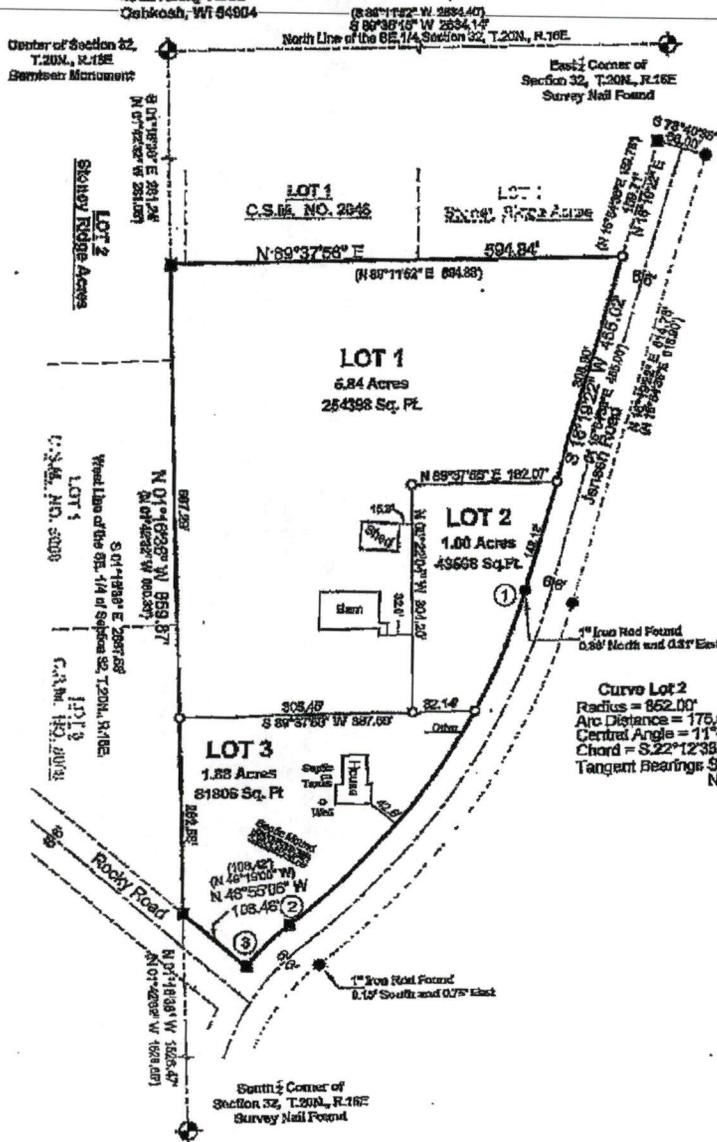
Radius = 327.00' (327.00)  
Arc Distance = 78.27' (78.47)  
Central Angle = 13°42'04" (13°44'10")  
Chord = S.16°31'06"W, 78.08' (S.16°08'20"W, 78.22)  
Tangent Bearings S 53°22'31" W  
S 39°39'38" W

**Curve Lot 2**

Radius = 862.00'  
Arc Distance = 176.07'  
Central Angle = 11°48'23"  
Chord = S.22°12'38"W, 174.76'  
Tangent Bearings S 28°06'45" W  
N.16°18'22" E

**Curve Lot 3**

Radius = 862.00'  
Arc Distance = 378.91'  
Central Angle = 25°15'47"  
Chord = S.40°44'08"W, 372.87'  
Tangent Bearings S 53°22'31" W  
S 28°05'45" W

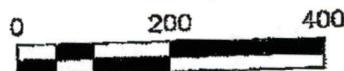


DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022

WISCONSIN REGISTERED LAND SURVEYOR S-1599  
LAWRENCE C. KRIESCHER

**L. C. KRIESCHER AND ASSOCIATES LLC**

ALL BEARINGS REFERENCED TO THE  
WINNEBAGO COUNTY COORDINATE SYSTEM



PROJECT NO. 2021-02-01  
FILE NO. BLICHAHN.DWG

**WINNEBAGO COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

Sheet 3 of 3

**A PART OF THE NW.1/4 OF THE SE.1/4 OF SECTION 32, T.20N., R.16E.  
TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN.**

**TOWN BOARD APPROVAL:**

THIS CERTIFIED SURVEY MAP HAS BEEN REVIEWED AND APPROVED BY THE TOWN BOARD OF THE TOWN OF CLAYTON,  
WINNEBAGO COUNTY, WISCONSIN.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
TOWN BOARD REPRESENTATIVE

**CERTIFICATE OF TOWN TREASURER:**

I, BEING DULY ELECTED, QUALIFIED AND ACTING TOWN TREASURER OF THE TOWN OF CLAYTON, DO HEREBY CERTIFY THAT IN  
ACCORDANCE WITH THE RECORDS IN MY OFFICE SHOW NO UNPAID TAXES SPECIAL ASSESSMENTS AS OF  
\_\_\_\_\_, AFFECTING THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
TOWN TREASURER

**WINNEBAGO COUNTY PLANNING AND ZONING COMMITTEE:**

A PART OF THE NW.1/4 OF THE SE.1/4 OF SECTION 32, T.20N., R.16E. TOWN OF CLAYTON, WINNEBAGO COUNTY, WISCONSIN, IS  
HEREBY APPROVED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BY: AUTHORIZED REPRESENTATIVE

**COUNTY TREASURER'S CERTIFICATE:**

I, BEING DULY ELECTED, QUALIFIED AND ACTING TREASURER OF THE COUNTY OF WINNEBAGO, DO HEREBY CERTIFY THAT THE  
RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND NO UNPAID TAXES OR SPECIAL ASSESSMENTS OF  
\_\_\_\_\_, AFFECTING THE LANDS INCLUDED IN THIS CERTIFIED SURVEY.

\_\_\_\_\_  
DATED

\_\_\_\_\_  
COUNTY TREASURER

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
Wednesday, August 17, 2022  
7:00 P.M.

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chair Geise called the meeting to order at 7:00 p.m.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise

PRESENT

Supervisor Lettau

PRESENT

Supervisor Grundman

PRESENT

Supervisor Reif

EXCUSED

Supervisor Christianson

PRESENT

b. Staff

Administrator Straw

PRESENT

Clerk Faust-Kubale

PRESENT

Engineer Hamblin

PRESENT

Town Attorney LaFrombois

ARRIVED 7:24 PM

II. Public Hearing(s) and/or Public Information Meeting(s):

A. No Public Hearings.

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, August 3, 2022 Town Board Meeting.

**MOTION:**

**Motion made** by unanimous consent to approve the August 3, 2022 Meeting Minutes as presented.

**Motion carried.**

IV. Open Forum – Town-related matters not on the agenda: NONE

V. Correspondence:

A. Distribution of the August 9, 2022 Neenah Public Library Board Meeting Minutes.

B. Distribution of the July/August 2022 Boardman and Clark Municipal Law Newsletter.

- Chair Geise noted that in the newsletter it was reported that the WI Supreme Court ruled election drop boxes to be illegal and ballots need to be mailed or dropped off by the voter.

VI. Discussion Items (No action will be taken):

- A. County Supervisor Report - NONE
- B. Winnebago County Sheriff's Department: Public Concerns and Issues - NONE
- C. Department of Public Safety - NONE
- D. Larsen/Winchester Sanitary District - NONE
- E. Administration Comments
  - Chair Geise reported there was a second meeting regarding the Winneconne Joint Municipal Court. At that meeting, the Town Chairs present discussed the possibility of sharing a Code Enforcement Officer and are planning to set another meeting with Village of Winneconne in the next few weeks to continue discussions.
  - Chair Geise also noted in response to comments made at the Public Hearings at the last Town Board meeting, that the 2020 Census estimate numbers show the Town has had an increase in population of 46 persons and is second in size only to Town of Algoma. Chair Geise hoped that these facts would help correct the assertions made residents are leaving the Town because of taxes.
  - Administrator Straw also reminded that the Fire Department Touch A Truck event is this weekend and encouraged all to attend.

VII. The Operator Licenses Issued by the Town Clerk:

- A. New:
  - a. Mary Meyer
- B. Renewal:
  - a. None

VIII. Business referred by the Plan Commission:

- A. Plan Commission review and recommendation on the Conditional Use Application submitted by Robert Ketter & Mary Platt for property located at 2682 Megan Way, Neenah, WI 54956, specifically described as Tax ID #006-1526, Breaker Ridge Plat Lot 37 and being part of the Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  and the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is Short-term Rental of their Single-Family Primary Residence.
  - Chair Knapinski noted this item did have a Public Hearing, and after discussion by the Commissioners, was tabled.
- B. Plan Commission review and recommendation on the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956, specifically described as Tax ID # 006-1174, being part of the Southwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is for Backyard Chickens.
  - Chair Knapinski noted the Commissioners recommended approval of this item and the owners were amenable to all conditions.

- C. Plan Commission review and recommendation on a Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Re-zoning is from A-2 (General Agriculture District) to R-1 (Rural Residential District).
- Chair Knapinski reminded the Board that the CSM was approved last month, and the re-zone application was required because Lots 2 & 3 of the CSM are under the 5-acre minimum.
- D. Plan Commission review and recommendation on a Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted that this CSM is to subdivide a large lot and it is at the end of a cul-de-sac. Chair Knapinski noted there was some concern over the narrow drive on the new parcel, but it does meet the requirements so the Commission recommends approval.
- E. Plan Commission review and recommendation on a Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).
- Chair Knapinski noted this corresponds with the CSM in item D and the application is required as the new lot is under the 5-acre minimum.
- F. Plan Commission review and recommendation on a Sign Review Application submitted by Fox Cities Sign, 1125D Tuckaway Ln, Menasha, WI 54952 for property owned by Dale Mart, LLC, 8510 State Road 76, Neenah, WI 54956, specifically described as Tax ID 006-0361, being part of the Southwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 13, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted this item was tabled by the Commissioners due to some confusion over the sign and conflicting applications received.
- G. Plan Commission review and recommendation on a Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

- Chair Knapinski noted this is for an entry sign to the new apartment complex, and the condition added by the Commissioners was that it be added at least 10 feet off the Right of Way which the builders have assured it will be.
- H. Plan Commission review and recommendation on appointing members to an Ad Hoc Committee to review/update/recreate the Town's Site Plan Review Procedures and Requirements.
- Chair Knapinski noted the list was approved with Commissioner Haskell volunteering to be the Commission representative for this committee. Administrator Straw clarified no Board action is needed on this item.
- I. Plan Commission review and discussion on Farm-Raised Fish/Fish Farming in the Suburban Residential (R-2) District.
- Chair Knapinski noted this request came about because a resident has a pond and wanted to stock fish for private use and there was no other category that was applicable.
  - Chair Geise asked if this would be similar to a koi pond, and Engineer Hamblin noted that those would be technically considered landscaping.
- IX. Business referred by the Parks & Trails Committee:
- A. Parks & Trails review and discussion of a future location for the addition of Pickle Ball Court(s).
- Chair Geise noted this was a discussion only item and no recommendations are before the Board.
- B. Parks & Trails review and discussion to update Part 3 of the Town of Clayton Comprehensive Plan: "Park and Open Space Plan 2016-2020".
- Chair Geise noted this was a discussion only item and no recommendations are before the Board.
- X. Business:
- A. Discussion/Action: Town Board review and consideration of the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956, specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Conditional Use Application is for Backyard Chickens.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Conditional Use Application submitted by Joe & Christy Pitsch for property located at 3620 Park Lane Dr., Neenah, WI 54956,

specifically described as Tax ID # 006-1174, being part of the Southwest ¼ of the Northwest ¼ of Section 10, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin for backyard chickens with all Staff and Plan Commission recommendations.

**Motion carried.**

B. Discussion/Action: Town Board review and consideration of a Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest ¼ of the Southeast ¼ of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The Re-zoning is from A-2 (General Agriculture District) to R-1 (Rural Residential District).

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Re-zoning Application submitted by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904, for property owned by Bret Blickhahn, 4362 Rocky Road, Oshkosh, WI 54904 and located at 7379 Jensen Road, Oshkosh, WI 54904, specifically described as Tax Id # 006-0816-01, Lots 2 & 3 of proposed CSM, being part of the Northwest ¼ of the Southeast ¼ of Section 32, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lots 2 & 3 of the proposed CSM from A-2 (General Agriculture District) to R-1 (Rural Residential District).

**Motion carried.**

C. Discussion/Action: Town Board review and consideration of a Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Certified Survey Map Review Application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin with all Staff and Plan Commission recommendations.

**Motion carried.**

D. Discussion/Action: Town Board review and consideration of a Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The re-zoning of this lot from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Re-zoning application submitted by Paul & Jolene Moran, 2741 Holiday Ct., Neenah, WI 54956, for property located at 2741 Holiday Ct., Neenah, WI 54956, specifically described as Tax ID # 006-0652-03, Lot 3 of CSM 3396, being part of the Southeast ¼ of the Southwest ¼ of Section 25, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin to re-zone Lot 2 of the proposed CSM from A-2 (General Agriculture District) to R-2 (Suburban Residential District).

**Motion carried.**

E. Discussion/Action: Town Board review and consideration of a Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast ¼ of the Northeast ¼ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. The Plan Commission did recommend approval.

**MOTION:**

**Motion made** by unanimous consent to approve the Sign Review Application submitted by Nicolet Lumber Company, 4050 Nicolet Drive, Green Bay, WI 54311 for property owned by Premier Clayton, LLC, 9105-9121 Clayton Ave, Neenah, WI 54956, specifically described as Tax ID 006-0329, being part of the Southeast ¼ of the Northeast ¼ of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**Motion carried.**

F. Discussion/Action: Town Board review and consideration of Resolution 2022-015 A Resolution Authorizing a Referendum for the Town of Clayton to Allow the Town to Exceed the State Imposed Levy Limit beginning with the 2022 Levy (Collected in 2023).

The Board reviewed a copy of Resolution 2022-015. The Town Board held the Public Hearing for this item at the August 03, 2022 Board Meeting. At the Public Hearing, the residents that were in attendance expressed their desire to not have a Police Officer at this time. However, they did express a desire to allow the Board to exceed the Levy Limit based on the need for additional staff.

Because the Resolution was based on exceeding the Levy Limit with the full \$250,000.00, the Administration respectfully requested the Board table approving the Resolution until the Staff could correct it with the appropriate numbers and language.

The numbers, calculations, and language has been corrected with the \$100,000.00 increase in the levy, as agreed upon by the electors present at the Public Hearing.

- Chair Geise noted that the public comment coming out of the Public Hearing was taken into consideration in revising the Resolution to reflect only the need for additional staff, and thanked the residents that participated. Chair Geise questioned if the action needed to state the dollar amount of the Resolution and Attorney LaFrombois did not feel it needed to be expressly called out since it is in the Resolution document.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve the Resolution 2022-015 A Resolution Authorizing a Referendum for the Town of Clayton to Allow the Town to Exceed the State Imposed Levy Limit beginning with the 2022 Levy (collected in 2022/2023) and direct staff to provide the County Clerk a certified copy to ensure the referendum question will be placed on the November 8, 2022 election ballot for all wards within the Town.

**ROLL CALL:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Chair Geise	Aye

Supervisor Christianson                      Aye

**Motion carried 4-0.**

G. Discussion/Action: Town Board review and consideration of a Continuing Disclosure Master Agreement for Ehlers, Inc., N21W23350 Ridgeview Pkwy, Waukesha, WI 53188 to engage their services for Municipal Debt Issuance and Management.

The Board reviewed will a copy of the Continuing Disclosure Master Agreement with Ehlers to engage their services for Municipal Debt Issuance and Management.

Brian Roemer, Municipal Advisor, with Ehlers will be at the meeting to introduce himself and Ehlers to the Board. The Town's previous Financial Advisor, Jeff Belongia, will no longer be working with the Town. The Staff and Administration have not been pleased with Mr. Belongia's approach to Municipal General Obligation Debt. Mr. Belongia and the previous Administration, has placed the Town in a precarious position with GO Debt.

With the help of Ms. Ginny Hinz, the Town's Financial Advisor, and the help of Ehlers, the Administration and Staff have been working on a financial plan that will enable the Town to grow without putting the Town into financial situation that cannot be reversed.

- Chair Geise noted that the previous firm was not doing a good job for the Town and now looking to make a change.
- Lisa Tuchatoski, representing Ehlers, noted that the firm is a financial advisor for municipalities and would have a fiduciary duty to the Town if they are contracted.
- Brian Roemer spoke that Ehlers is certified to opine on debt and issuance of debt and is the only independent firm and represents many towns throughout the state. Mr. Roemer noted that the main focuses they are proposing for the Town are for issuance, management, and continuing disclosure & arbitrage. Mr. Roemer also noted the firm can help with reporting requirements.
- Supervisor Grundman asked where they are based and Mr. Roemer replied Waukesha but travel throughout the state and have other clients in Winnebago County as well.
- Chair Geise asked if this will be replacing the current Financial Advisor Ginny Hinz and Administrator Straw noted they will be working in conjunction as Ms. Hinz cannot provide some of the services that Ehlers does and they would be filling those gaps.

**MOTION:**

**Motion made** by unanimous consent to approve the Continuing Disclosure Master Agreement for Ehlers, Inc. to engage their services for Municipal Debt Issuance and Management and direct Staff to sign the agreement and return the signed document to the appropriate persons.

**Motion carried.**

H. Discussion/Action: Town Board review and consideration of appointing Rob Ketter to Plan Commission for the remainder of Brian White's 3-year term ending April 30, 2025.

Brian White expressed his desire to leave the Plan Commission with the caveat that he would remain a Commissioner until his replacement could be found.

Brian served as a Commissioner from May 1, 2019 until present and has served the Plan Commission well. We will be sorry to see him go, but welcome Mr. Ketter.

- Chair Geise asked how long Mr. Ketter has been a resident of the Town, and Mr. Ketter replied about a year. Chair Geise expressed his thanks for becoming more involved with the Town.

**MOTION:**

**Motion made** by unanimous consent to appoint Rob Ketter to the Plan Commission for the remainder of Brian White's 3-year term ending April 20, 2025 and direct staff to notify the appropriate personnel of the change.

**Motion carried.**

- I. Discussion/Action: Town Board review and consideration of Clayton Fire Rescue Standard Operating Policy Staff Vehicle Use.

The Board reviewed a copy of Clayton Fire Rescue Standard Operating Policy Staff Vehicle Use. For the past several months, there have been reports that the Department of Public Safety Vehicle has been used for personal use, rather than Town Business.

The Administration and Staff spoke with the Town Chair regarding this matter and resolved to create a policy for the use of Command 43, so that when reports come in, the policy can be referred to.

**MOTION:**

**Motion made** by unanimous consent to approve the Clayton Fire Rescue Standard Operating Policy: Staff Vehicle.

**Motion carried.**

- J. Discussion/Action: Town Board review and consideration of consideration of the Town Administrator Contract for the remainder of CY 2022 through December 2023.

The Board reviewed a copy of the Town Administrator Contract and background check for Kelly Wisnefske. As approved at the August 3, 2022 Board meeting, Kelly will be starting as the Town Administrator on September 6, 2022 with Tori taking on the role of Interim Treasurer until a Treasurer can be found. At that time, Tori will be training new office staff for the remainder of her contract.

The Contract contains all items agreed upon by the Board during the deliberation on Friday, July 29, 2022.

**MOTION:**

**Motion made** by unanimous consent to approve the Town Administrator Contract for the remainder of CY 2022 through December 2023 with an official start date for Ms. Wisniewska of September 6, 2022.

**Motion carried.**

- K. Discussion/Action: Town Board review and consideration of the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension for a cost of \$27,500.00.

The Board reviewed a copy of the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension. This agreement has come in considerably lower than first anticipated with a cost of \$27,500.

**MOTION:**

**Motion made** by unanimous consent to approve the Agreement for Professional Services submitted by McMahon Engineering for Construction Engineering and Staking Services for Phase 1 American Drive Extension for a cost not to exceed \$27,500.00.

**Motion carried.**

- L. Discussion/Action: Town Board review and consideration of increasing the purchase power of the Administrator to \$5,000.00.

The Board reviewed a copy of the amended Town of Clayton Town Purchasing Procedures Policy.

The Board approved an increase of the purchasing authorization for the Town Administrator on April 7, 2021 from \$1,500 to \$2,500 for routine purchases for the Town. In July, 2021, the Board approved an increase of the purchasing authorization for the Town Department Heads from \$500 to \$1,000.

As prices continue to rise, and the Town's equipment continue to age, the Town Administration and Staff are requesting the Board increase the purchasing authorization for the Town Administrator to reduce the amount of time required to have routine maintenance and repairs done to the equipment.

- Chair Geise noted this has been a contentious issue as things have become more expensive, especially repairs to Town equipment, the current limit of \$2,500.00 is no longer sufficient. Chair Geise noted there are work arounds, but that causes potentially more costly delays as multiple purchase orders need to be issued over multiple days, with Public Works being the most affected by the current limit.
- Administrator Straw cited the example of the new disc golf baskets having to go before the Board multiple times because of the cost.

**MOTION:**

**Motion made** by unanimous consent to approve the amended Town of Clayton Town Purchasing Procedures Policy showing the increase of the purchasing power of the Administrator to \$5,000.00.

**Motion carried.**

M. Discussion/Action: Town Board review and consideration of the Amendment to the Offer to Purchase for Parcel #006-0340-02-01 for \$425,555.00.

The Board reviewed a copy of the Amendment to the Offer to Purchase for Town-owned property on the Northeast corner of the future West American Drive & Eagle Heights, specifically described as Tax ID #006-0340-02-01 in the amount of \$425,555.000.

This item was on the July 20, 2022 Board meeting. During the discussion the Town's Attorney requested the item be tabled until the Attorney had a chance to look at the document. The document is showing the Attorney's amendments to the original Offer to Purchase.

- Chair Geise noted this was part of the land the Town purchased to fight annexation attempts. The land was purchased for between \$27,000 and \$29,000 per acre and will be selling for approximately \$63,000 per acre.
- Dennis Jochman, Town Broker, noted the purchase agreement includes paying full price for the land, a special assessment for W American Dr, and utilities for Eagle Heights.
- Supervisor Grundman questioned if the Town still has more parcels to sell, and Administrator Straw noted there are approximately 80 acres still owned by the Town across several parcels.

**MOTION:**

**Motion made** by unanimous consent to approve the Amendment to the Offer to Purchase for Parcel #006-0340-02-01 for \$425,555.00 as presented.

**Motion carried.**

- Mr. Jochman began recounting to the Board other Town owned parcel related business, and Attorney LaFrombois advised this was not the appropriate time to speak on other Town business, as there is no corresponding agenda item.

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance
  - Plan Commission Comprehensive Plan Meeting August 24, 2022 at 7 pm
- XIV. Board Member Requests for Future Agenda Items
- XV. Adjournment by unanimous consent at 8:08 p.m.

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

4. Town of Clayton - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

5. Town of Clayton - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

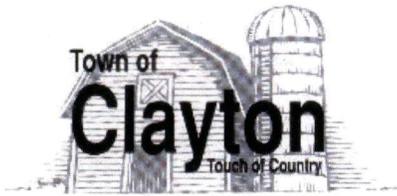
**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

006-0279-01  
A-2 to R-1, FLV: Res



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Monday, March 21, 2022

County Zoning Office  
Attn: Cary A. Rowe  
112 Otter Avenue  
Oshkosh, WI 54901

Re: Town Board approved amendment to the Town's Zoning Code of Ordinances Map.

Mr. Cary A. Rowe:

Enclosed please find the material relative to the following amendment(s) to the Zoning Code of Ordinances, Zoning Map in the Town of Clayton:

A Re-zoning application submitted by Robert & Angela Antilia, 605 Van Buren St., Little Chute, WI 54140 for property owned by Kevin & Janna Fischer, 2830 E John St., Appleton, WI 54915 located on W. Shady Ln. specifically described as Lot 1 of CSM-2662, Tax ID #006-0279-01, being part of the Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from A-2 (General Agriculture District) to R-1 (Rural Residential District).

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

Sincerely,

Tori Straw  
Town Administrator

CC County Clerk, Sue Ertmer

**TOWN OF CLAYTON**

**ORDINANCE 2022-Z003**

**AN ORDINANCE TO AMEND THE OFFICIAL TOWN OF CLAYTON ZONING  
ORDINANCE MAP**

**WHEREAS,** one or more applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances have been filed with the Town Clerk as described herein; and

**WHEREAS,** following the requisite Notices and Public Hearings the proposed amendments have been reviewed and recommended to the Town Board by the Town's Plan Commission; and

**WHEREAS,** the applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances does comply with both the Town's existing land use and future land use elements of the CY 2015/16 update to the Town's Comprehensive Plan; and

**WHEREAS,** all other procedural requirements have been met for purposes of consideration of the amendment(s) as provided in Section 7 of the Town of Clayton Zoning Code of Ordinances; and

**NOW, THEREFORE BE IT ORDAINED THAT,** the Town Board of the Town of Clayton, County of Winnebago, State of Wisconsin, pursuant to Article 7 of the Town of Clayton Zoning Code of Ordinances, hereby adopts the following Amendment(s) to the Map of the Town's Zoning Code of Ordinances:

**Section 1:** The Official Zoning Map of the Town of Clayton is amended as follows:

**Property Owner(s):**

Kevin & Janna Fischer, 5505 W Greenville Dr, Appleton, WI 54913

**Legal description of property:**

For property located on W. Shady Ln. specifically described as Lot 1 of CSM-2662, Tax ID #006-0279-01, being part of the Northeast ¼ of the Northwest ¼ of Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**The above-described property is hereby rezoned from:**

The application is to re-zone the property from A-2 (General Agriculture District) to R-1 (Rural Residential District).

**Section 2:** This Ordinance shall be submitted to the Winnebago County Board for approval. This amendment to the Town of Clayton Zoning Code of Ordinances shall be effective upon approval by the Winnebago County Board.

Adopted this 16<sup>th</sup> day of March, 2022

Vote: Yes: 4 No: 0 Abstain: 0 Absent: 0

  
\_\_\_\_\_  
Russell D. Geise, Chair

ATTEST:

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

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
Wednesday, March 16, 2022  
7:00 P.M.

Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chair Geise called the meeting to order at 7:00 p.m.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise PRESENT

Supervisor Lettau PRESENT

Supervisor Grundman PRESENT

Supervisor Reif PRESENT

b. Staff

Administrator Straw PRESENT

Clerk Faust-Kubale PRESENT

Treasurer Wisnefske PERSENT

Town Engineer – Ben Hamblin PRESENT

Town Attorney – Ben LaFrombois PRESENT arrived at 7:03 p.m.

II. Public Hearing(s) and/or Public Information Meeting(s):

A. No public hearing.

III. Approval of Minutes:

A. Approval of the Minutes of the Wednesday, March 2, 2022 Town Board Meeting.

**MOTION:**

**Motion** made by unanimous consent to approve the March 2, 2022 Meeting Minutes as presented.

**Motion carried.**

IV. Open Forum – Town-related matters not on the agenda: NONE

V. Correspondence:

A. Distribution of a Memorandum from the Wisconsin Counties Association regarding Absentee Ballot Drop Boxes.

- Chair Geise reviewed the correspondence and commented that the multi-use drop box located at the Municipal Building has been removed until after the April 5, 2022 election.

B. Distribution of a copy of the January 27, 2022 Minutes of the Oshkosh Public Library Board.

- Chair Geise reviewed the correspondence and noted nothing to report from these minutes, however masking in the Library is not required as of March 1, 2022.

VI. Discussion Items (No action will be taken):

- A. County Supervisor Report--NONE
- B. Winnebago County Sheriff's Department: – Public Concerns and Issues--NONE
- C. Department of Public Safety (First Meeting of the Month)
  - a. Clayton Fire Rescue Department--NONE
  - b. Clayton Police Department (First Meeting of the Month) --NONE
  - c. Emergency Management Report--NONE
- D. Larsen/Winchester Sanitary District--NONE
- E. Administration Comments
  - Chair Geise stated that he, Administrator Straw, TJ Lamers, and Barry Gill met regarding sale of Town property, and to negotiate a new sale price, which is addressed in a later agenda item.
  - Chair Geise reviewed communication from Winnebago County regarding a county wide initiative to re-zone parcels zoned A-1 (Agribusiness District) to A-2 in Towns with no Farmland Preservation Plan (FPP). Town of Clayton does not have any FPP areas. Chair Geise also noted that the A-1 zoning can be kept on parcels, but they would no longer be eligible for the tax credit.
  - Chair Geise reviewed communication from Edge Consulting Engineers, Inc regarding a proposed monopole telecommunications tower at 7577 Blacktop Way. Chair Geise noted that the communication cites the paper of record being the Neenah News-Record, which is a free paper circulated in that community.

VII. The Operator Licenses Issued by the Town Clerk:

- A. New:
  - i. None
- B. Renewal:
  - i. None

VIII. Business referred by the Plan Commission:

- A. Plan Commission review and recommendation on a Re-zoning application submitted by Robert & Angela Antilia, 605 Van Buren St., Little Chute, WI 54140 for property owned by Kevin & Janna Fischer, 2830 E John St., Appleton, WI 54915 located on W. Shady Ln. specifically described as Lot 1 of CSM-2662, Tax ID #006-0279-01, being part of the Northeast ¼ of the Northwest ¼ of Section 10, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from A-2 (General Agriculture District) to R-1 (Rural Residential District).
  - Plan Commission Chair Knapinski noted this re-zoning was submitted because the acreage is less than the 5-acre requirement to be zoned A-2.
  - Chair Knapinski noted that the only public comment read into record was an email received regarding the private road adjacent to the parcel.
  - Chair Knapinski reviewed that the Commission recommended approval of the re-zoning application.

- B. Plan Commission review and recommendation on a Site Plan Application submitted by JJJ2, LLC, Fox Valley Man Caves, 7577 Blacktop Way, Neenah, WI 54956 for property located at 7577 Blacktop Way, Neenah, WI 54956 specifically described as Tax ID #006-0895-06 being part of the Northwest  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$  of Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski remarked there was a lot of discussion on this item at the Commission meeting.
  - Chair Knapinski reminded the Board that Chair Geise, members of Administration and Staff, representatives of JJJ2, LLC, and himself met prior to the Commission meeting to try and work through some of the issues surrounding this development project.
  - Chair Knapinski noted in his view the Site Plan submitted was similar to plans submitted for Phase I, but overall, the Commissioners were looking to see detailed landscape and lighting plans, as well as ensuring that the conditions of Phase I were met before proceeding on.
  - Chair Knapinski remarked he advised the developers to have a single point of contact with the Town moving forward, as 3 developer representatives contacted 3 separate Town representatives.
  - Chair Geise also noted that he didn't see follow through on items discussed during the additional February meeting with himself and members of Administration and Staff.
  - Chair Knapinski noted that the Commission motion was to recommend denial of the Site Plan Application to the Town Board, and that motion passed in a 4-3 vote.
- C. Plan Commission review and recommendation on a Site Plan Application submitted by Ben Hamblin, McMahan Associates, 1445 McMahan Drive, Neenah, WI 54956 for property owned by Town of Clayton, 8348 County Road T, Larsen, WI 54947 and located on Clayton Ave specifically described as Tax ID#006-0340-02-03 being part of the Northeast  $\frac{1}{4}$  of the Southeast  $\frac{1}{4}$  of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.
- Chair Knapinski noted there was not much discussion between the Commissioners on this Site Plan Application as everything was in order.
  - Chair Knapinski noted that the Commission recommends approval on this Site Plan Application.
- D. Plan Commission review and approval of Plan Commission Resolution 2022-001 A Recommendation of the Plan Commission to the Town Board on the Comprehensive Plan Public Participation Plan.
- Chair Knapinski remarked that this item is required by State Statute and is part of the Comprehensive Plan process.
  - Both Chair Knapinski and Chair Geise agreed that this is an initiative to maximize public participation and input into revising the Comprehensive Plan.
  - Chair Knapinski noted that the Commission Roll Call vote was unanimous to approve and recommend approval to the Town Board.
- E. Plan Commission review and discussion on the Updates on the CY 2022 Planning Initiatives: Comprehensive Plan Update, Marketing of Hwy 10.76 Corridor (Gold Shovel), and the investigation of Solar Farm Opportunities.
- Chair Knapinski reviewed the parcels south of Highway 10 being considered for the Gold Shovel Ready program.

- Chair Knapinski reiterated that New North can market these properties up to 3 years depending on interest and success of the program, and that, if the Town proceeds, it will be evaluated after Year 1.
- Chair Knapinski reviewed the Commission is still exploring solar farm opportunities for parcels in the airport overlay and the Commission is still seeking more information as this is a rapidly growing and changing industry.
- Chair Knapinski was optimistic that there are available options that would allow for a mix of agriculture and solar on the identified parcels, and that the solar opportunities could generate some revenue for the Town.
- Chair Knapinski reiterated that this is an ongoing process and more information is being sought so that the Commission is more informed and no action is needed from the Board at this time.

IX. Business referred by the Green Space Committee:

- A. Green Space review and recommendation of appointing Nancy Harranty-Irvine Committee Chair.
  - Chair Geise noted this is great for the Committee and glad that there is a candidate that is being put forward for the Chair position.
- B. Green Space review and discussion of fundraising for trees/benches along Friendship Trail from Hwy 76 to Clayton Ave.
  - Chair Geise noted this is an ongoing discussion that the Committee will be having.
- C. Green Space review and update of continuing projects for Trailhead Park, Clayton Park, Olson's Rest, and Friendship Trail.
  - Chair Geise noted this is an ongoing discussion that the Committee will be having. Some items discussed at the most recent meeting were expanding the disc golf course to 18 holes and moving forward with the sign recognizing the Lions Club and their contributions to Trailhead Park.

X. Business:

- A. Discussion/Action: Town Board review and consideration Ordinance 2022-Z003 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Kevin & Janna Fischer Rezoning from A-2 (General Agriculture District) to R-1 (Rural Residential District).

The Board reviewed a copy of the proposed Ordinance 2022-Z003.

The re-zoning of the property is in conformance with the Town's Future Land Use Plan. This rezone is to conform with the current Zoning Code. The property is 3.58 acres which is below the required acreage for A-2 (General Agriculture District) zoning.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Lettau

**Motion made** to approve Ordinance 2022-Z003 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Kevin & Janna Fischer Rezoning from A-2 (General Agriculture District) to R-1 (Rural Residential District) and direct staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye

**Motion carried 4-0.**

B. Discussion/Action: Town Board review and consideration of a Site Plan Application submitted by JJJ2, LLC, Fox Valley Man Caves, 7577 Blacktop Way, Neenah, WI 54956 for property located at 7577 Blacktop Way, Neenah, WI 54956 specifically described as Tax ID #006-0895-06 being part of the Northwest ¼ of the Northwest ¼ of Section 36, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets the review material and the minutes from the Plan Commission Meeting. There was a lot of discussion and as Plan Commission Chair has reported, the Plan Commission recommended denial of this Site Plan Application based on an incomplete and inadequate site plan including the lack of a landscaping plan and a lighting plan.

- Chair Geise shared his preference that this agenda item be tabled until the Site Plan Application is approved by the Plan Commission.
- No Supervisors objected to tabling this agenda item until the Site Plan is approved by the Plan Commission.

**THIS ITEM TABLED UNTIL APPROVED BY THE PLAN COMMISSION.**

C. Discussion/Action: Town Board review and consideration of a Site Plan Application submitted by Ben Hamblin, McMahan Associates, 1445 McMahan Drive, Neenah, WI 54956 for property owned by Town of Clayton, 8348 County Road T, Larsen, WI 54947 and located on Clayton Ave specifically described as Tax ID#006-0340-02-03 being part of the Northeast ¼ of the Southeast ¼ of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

The Board received in the Plan Commission Meeting Packets, the review material and the minutes from the Plan Commission Meeting. Attached, please find Site Plan Approval 2022-001 for Trident Holdings, LLC.

Jeff Kussow, Code Administrator, Cedar Corp also added in his comments to the Plan Commission “If the Town determines that the driveway widths at the juncture with street pavement, exterior wall materials, and the alternative compliance landscape plan are acceptable, staff recommends conditional approve of the Site Plan Application.”

Plan Commission recommended approval of this Site plan.

- Supervisor Reif asked for clarification on the notes of Code Administrator Kussow regarding the driveway widths, and alternative compliance landscape plan.
- Barry Gill, representing Trident Holdings, LLC confirmed that these items were all addressed with the Plan Commission. Specific to the landscape plan, the grown trees along Clayton Ave. will be left.
- Administrator Straw further clarified that after consulting with Chief Rieckmann the driveway width now accommodates the Fire Department equipment versus the old plans that were wide enough to accommodate semi-trucks but possibly not the fire equipment.

**MOTION:**

**Motion made** by unanimous consent to approve the Site Plan Application submitted by Ben Hamblin, McMahon Associates, 1445 McMahon Drive, Neenah, WI 54956 as consultant for Trident Holdings, LLC for property owned by Town of Clayton, 8348 County Road T, Larsen, WI 54947 and located on Clayton Ave specifically described as Tax ID#006-0340-02-03 being part of the Northeast ¼ of the Southeast ¼ of Section 12, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin with all staff and Plan Commission recommendations.

**Motion carried.**

D. Discussion/Action: Town Board review and consideration of Ordinance 2022-001 An Ordinance to Adopt the Public Participation Plan as Part of the Town's Comprehensive Plan Update.

The Board reviewed a copy find a copy of Ordinance 2022-001 An Ordinance to Adopt the Public Participation Plan as Part of the Town's Comprehensive Plan Update along with a copy of the Public Participation Plan.

Last week the Plan Commission approved Plan Commission Resolution 2022-001 recommending to the Town Board to approve by Ordinance the Public Participation Plan as part of the Town's Comprehensive Plan.

The addition or amendment of the Comprehensive Plan requires Town Board approval through an Ordinance.

- Chair Geise expressed hope that this will foster better public participation on future maps and comprehensive plans for the Town.
- Chair Geise reiterated that the more resident input the better when it comes to making decisions for all in the Town, not just the few who are elected or appointed to serve.

**MOTION:**

**Motion by:** Supervisor Reif

**Second by:** Supervisor Grundman

**Motion made** to approve Ordinance 2022-001 An Ordinance to Adopt the Public Participation Plan as Part of the Town’s Comprehensive Plan and direct staff to publish the Ordinance as required by law.

**ROLL CALL:**

Supervisor Grundman	Aye	
Supervisor Lettau	Aye	
Supervisor Reif	Aye	
Chair Geise		Aye

**Motion carried 4-0.**

E. Discussion/Action: Town Board review and consideration of appointing Nancy Harrity-Irvine Committee Chair with a start date of April 13, 2022.

On December 01, 2021, the Administration received an email from Angela Coenen resigning as Green Space Chair. In order to hold the Green Space Committee meetings, the Administrator has been chairing the committee. At the January 12, 2022 meeting, the Administrator asked the Committee Members to consider taking the Chair position for the Committee. Nancy Harrity-Irvine was the only member that came forward with interest.

The Green Space Committee did recommend to the Town Board to appoint Nancy as Green Space Chair.

- Chair Geise again thanked Ms. Harrity-Irvine for stepping forward and serving.

**MOTION:**

**Motion made** by unanimous consent to appoint Nancy Harrity-Irvine Green Space Committee Chair with a start date of April 13, 2022.

**Motion carried.**

F. Discussion/Action: Town Board review and consideration of the Amendment to Offer to Purchase Lot 3 of Certified Survey Map 7862 amending the purchase price from \$54,281 per acre to \$47,250 per acre.

The Board reviewed a copy of the Amendment to Offer to Purchase. On Friday, March 11, 2022, the Town Chair and the Administrator met with Barry Gill and TJ Lamers regarding the cost of the proposed development. The Town will be assessing the property for the construction of W American Drive. The cost of the assessment is approximately \$100.00 per linear foot per property, which in turn is an additional \$42,980.00 for the development.

The Town paid \$36,828.00 per acre when the property was purchased. With the reduction of the price, the Town is still making \$10,422 per acre.

The additional development of \$2,100,000.00 will increase the value of the Town and produce approximately \$11,000 in tax revenue for the Town each year (\$5.24/thousand mill rate for Town and Sanitary District).

- Chair Geise noted that there will still be a special assessment on the road, and the developers will be billed for hookup on sewer and water.
- Supervisor Reif questioned why the Town is offering this new lower price.
- Barry Gill representing Trident Holdings, LLC responded the original offer to purchase didn't include the special assessment for the road. It is now agreed that as the developer, they will take on that special assessment and 10% TIF so the project makes financial sense for all parties.
- Supervisor Reif requested clarification that the TIF would be paid out over 10 years, and Mr. Gill replied in the affirmative.
- Chair Geise noted that in order to be consistent across developments, sale price of the land that the Town owns is the only variable that can be negotiated. The other developments were offered the same TIF incentives, special assessments if required, and charges for sewer and water hookup.

**MOTION:**

**Motion** made by unanimous consent approve the Amendment to the Offer to Purchase Lot 3 of Certified Survey Map 7862 amending the purchase price from \$54,281 per acre to \$47,250 per acre for a total sale price of \$275,940.00.

**Motion carried.**

G. Discussion/Action: Town Board review and consideration of Resolution 2022-004 A Resolution Authorizing the Sale of Property.

The Board reviewed a copy of Resolution 2022-004 A Resolution Authorizing the Sale of Property. The Town Attorney requested this to be added to the Town Board to formally authorize the Town Chair to sign closing documents on behalf of the Town. The Board has never "formally" authorized the Chair to sign documents – the Board has always mutually agreed.

State Statutes allow for the Clerk to sign such documents; however, the statutes are vague as to the Town Chair's authority to sign on behalf of the Town.

- Chair Geise requested clarification regarding if this type of authorization needs to be completed every time a sale of property is made.
- Town Attorney LaFrombois noted that yes it would need to be done each time as statutorily the conveyance of real property lies with the Town Clerk, but the Board Chair can if given authorization.

**MOTION:**

**Motion by:** Supervisor Reif

**Second by:** Supervisor Grundman

**Motion** made to approve Resolution 2022-004 A Resolution Authorizing the Sale of Property on the Northwest corner of West American Drive and Clayton Ave.

**ROLL CALL:**

Supervisor Reif	Aye	
Supervisor Grundman	Aye	
Chair Geise		Aye
Supervisor Lettau	Aye	

**Motion carried 4-0.**

H. Discussion/Action: Town Board review and consideration of Developer’s Agreement for Trident Holdings, LLC.

The Board reviewed a copy of the Draft Developer’s Agreement for Trident Holdings, LLC. This agreement is the same agreement that was used for Premier Clayton, LLC. The Administration has reviewed the agreement and is confident that the agreement is complete with all aspects of the sewer and water and TID information.

- Chair Geise noted this agreement is the same as previous Developer’s Agreements that the Board has approved, and details what Trident Holdings, LLC will be responsible for.
- Town Attorney LaFrombois made note of some clerical errors found in his review of the agreement and will submit them to the Administration for revision.

**MOTION:**

**Motion** made by unanimous consent to approve the Developer’s Agreement for Trident Holdings, LLC with the changes presented to the Administration.

**Motion carried.**

I. Discussion/Action: Town Board review and consideration of an Amendment to the list created by Resolution 2021-018 A Resolution Creating a Statutorily Required List of Appointed Election Poll Workers for the CY 2022/23 Election Cycle:

- i. Dean Ackman, 4477 Fairview Rd., Larsen, WI 54947
- ii. Laura Ackman, 4477 Fairview Rd., Larsen, WI 54947
- iii. David Beck, 3009 Windfield Dr., Neenah, WI 54956
- iv. Linda Beckwith, 8225 Golf Course Dr., Neenah, WI 54956
- v. Frances (Fran) Caruana, 2756 Holiday Ct., Neenah, WI 54956
- vi. Cynthia Deeg, 8241 County Rd. T, Larsen, WI 54947
- vii. Wanda Graham, 3217 Fondotto Dr., Neenah, WI 54956
- viii. Vicki Schmidt, 7382 Jensen Rd., Oshkosh, WI 54904
- ix. Jeff Track, 2942 Ridgeway Dr., Neenah, WI 54956

The Board reviewed a copy of Resolution 2021-018, as approved by the Board: Resolution 2021-018 is the Resolution Creating a Statutorily Required List of Appointed Election Poll Workers. Also attached is a copy of the amended Exhibit A to Resolution 2021-018 with the names of the additional poll workers highlighted in yellow. The additional Poll Workers on the list are recommended for addition by staff. As in the past, both the Democratic Party and

the Republican Party are eligible to provide Poll Worker names to the Clerk. The list of Poll Workers with the additional names is valid for 2 years and is used to select individuals who will work at the Town’s Elections.

**MOTION:**

**Motion by:** Supervisor Lettau

**Second by:** Supervisor Grundman

**Motion** made to approve the addition of the listed names to Exhibit A of Resolution 2021-018 A Resolution Creating an Election Poll Worker List for CY 2022/23 Election Cycle as presented.

**ROLL CALL:**

Supervisor Grundman	Aye	
Supervisor Lettau	Aye	
Supervisor Reif	Aye	
Chair Geise		Aye

**Motion carried 4-0.**

J. Discussion/Action: Town Board review and consideration of hiring Ted Eckstein for Cemetery Burials for the Town of Clayton.

The Board reviewed copies of the pricing sheets for Ted Eckstein and Tony’s Cemetery Service. Also attached are photos of some of the more recent cemetery burials. Dorothy Eckstein was buried on July 12, 2021 and her grave has not been restored as of yet. Richard Christianson, Sr. was buried January 24, 2022 and in the opinion of the staff, the grave site looks a mess. Bonnie Salm was buried February 19, 2022 and her grave site looks complete other than top soil and grass seed.

The graves of Mrs. Eckstein and Mr. Christianson, Sr. were dug by Tony’s Cemetery Service, and the grave of Mrs. Salm was dug by Ted Eckstein. It is very clear to see which service does a better job. Also, Ted is local and Tony’s Cemetery Service is out of New London. The Town does not have a contract with Tony’s Cemetery Service.

The price sheets that are included are very similar in the cost. The difference is the Town supplies fill and top soil for Tony’s Cemetery Service and Ted Eckstein uses his own fill, top soil, and seed.

The Town Board has not revisited the fee schedule for CY2022 and can adjust the price of opening/closing graves to allow for the increase if the Board choses to hire Ted Eckstein.

- Chair Geise noted that while it may cost the Town a bit more, the work looked more professional and would be factored into the revised fee schedule.
- Administrator Straw inquired if Mr. Eckstein would be open to fixing the gravesites that have not been restored and Public Works Foreman Christianson advised yes, but for a small cost.
- Administrator Straw asked Foreman Christianson to get those costs from Mr. Eckstein to be submitted at the next Board meeting.

**MOTION:**

**Motion** made by unanimous consent to approve using Ted Eckstein for grave openings/closings effective immediately.

**Motion carried.**

K. Discussion/Action: Town Board review and consideration of creating a Member/Employee Assistance Referral Program as required by Wisconsin Department of Safety and Professional Services.

The Board reviewed copies of information regarding the Member/Employee Assistance Referral Program and a proposal sheet for the cost of therapy. Treasurer Wisnefske will be available to answer any questions the Board may have regarding this program.

Clayton Fire Rescue has been informed that the department will be having a state audit shortly. The Department of Safety and Professional Services does require that the Town have such a program not only for our Firefighters and Emergency Medical Responders, but also for Town Staff as well.

The Department has been adding a lot of Standard Operating Guidelines and Procedures of late and this program is another requirement of those steps the department has been taking to become a better equipped department.

- Chair Geise noted that Treasurer Wisnefske has prior experience in setting up these programs.
- Supervisor Reif asked for clarification that there would be no charge or fee unless the service is used.
- Treasurer Wisnefske described the proposed program to be contracting with a clinician for 3-5 tele-visits. There will be a phone number set up for use tracking purposes, but all calls will be anonymous. Treasurer Wisnefske noted there is no EAP rider offering under the Town health insurance. Treasurer Wisnefske also noted the possibility of future alternative funding sources, such as grants, once the program has been established.

**MOTION:**

**Motion** made by unanimous consent to create a Member/Employee Assistance Referral Program as required by Wisconsin Department of Safety and Professional Services.

**Motion carried.**

L. Discussion/Action: Town Board review and consideration of purchasing Lawn Mowing Equipment for the Public Works Department for a total cost of \$45,100.00.

The Board reviewed copies of the cost of purchasing new lawn equipment and photos of the equipment being purchased.

Please note we will be trading in the older equipment with a trade-in value of \$19,000.00 bringing the purchase price of a new tractor and gang mower to \$37,522.52. Since getting the quote on the Toro Z-turn Mower, the cost of the mower has gone up \$460.63 with a new cost of \$7,537.22. We are adding the recycler kit for the purpose of maintaining the Cemeteries. By adding the recycler kit, the PW Department will not have to go back after mowing to remove grass clippings from the headstones.

The Public Works Foreman has also gained new information regarding the purchase of a 2022 Jacobsen HR 600 in place of the tractor and gang mower that may change the Board's view on approving the purchase of Lawn Mowing Equipment at this time.

- Chair Geise invited Public Works Foreman Christianson to speak to this agenda item.
- Administrator Straw noted that the new information, received after posting the agenda, regarding purchase of a 2022 Jacobsen HR 600 would be substantially more than the \$45,100.00 described and recommended tabling this agenda item until the next Board meeting.
- Foreman Christianson noted that would prolong the ordering process and receipt of any lawn mowing equipment authorized for purchase.
- Chair Geise advised with the discrepancy on cost the Board would need more time to review the information as presented with no objections from the other Supervisors.

**AGENDA ITEM TABLED UNTIL APRIL 6, 2022 TOWN BOARD MEETING.**

M. Discussion/Action: Town Board review and consideration of hiring Renee Luebke for the Janitorial Position at a wage of \$17.00 per hour with a start date to be no later than March 31, 2022.

At the March 2, 2022 Board Meeting, the Board approved hiring an individual for the janitorial position. At that time, the Administration and Staff had two people in mind and had reached out to both of them.

On March 3, 2022, Ms. Luebke returned the phone call first and accepted the position with Ms. Seelow agreeing to "fill in" for Ms. Luebke if for any reason, Ms. Luebke was unable to clean. Both people came highly recommended by Staff.

Ms. Luebke is willing to start immediately; however, the Town's vacuum cleaner needed to be replaced and a new one is on order. The Staff is hoping to have the new vacuum before the end of March. Ms. Luebke did take an application and the employee forms to complete and will be returning them on her start date.

- Supervisor Reif noted that this was also discussed at the March 2, 2022 meeting.

**MOTION:**

**Motion** made by unanimous consent to approve hiring Renee Luebke for the Janitorial Position at a wage of \$17.00 per hour with a start date to be no later than March 31, 2022.

**Motion carried.**

N. Discussion/Action: Town Board review and consideration of contracting with the Winnebago County Sheriff's Department to fill the vacancy in the Town's Police Department.

This agenda item was brought forward from the March 02, 2022 meeting. The Board directed the Staff to prepare a spreadsheet with Budget Numbers so as to get a better handle on the impact to the Town's Budget.

The Board reviewed a copy of a spreadsheet with the Budget numbers. The top set of numbers are what the Town has budgeted for wages and benefits for a Police Officer. The Administration is assuming all of these expenses would be included in the cost of the County Officer with one exception – the equipment maintenance. If the County Officer were to bring in his own equipment, this expense could possibly be paid for by the County. However, this expense could be billed back to the Town also.

The bottom set of numbers would be expenses the Town would incur whether the Town employed their own officer or the Town contracted with the County. Depending on gas prices and how much actual patrolling was done during the shift, the fuel line item might be a little light this year. The \$100.00 budgeted for mileage was intended to reimburse the officer if their personal vehicle was used for seminars and training travel.

The Deputy Wages for CY 2022 are as follows: \$37.50 per hour with a fringe rate of 37.09% for a total of \$51.41 per hour. At 2080 hours, the total wage would be \$106,933.00 which is \$38,613.70 more than the Town budgeted for wages and benefits. If the position started April 1<sup>st</sup>, 2022, the annual wage would drop to \$80,200.00 which is \$11,880.70 more than the Town budgeted for wages and benefits. Please keep in mind, the \$13,700.00 that is in the budget is fixed costs that will add to the contract with the County.

The new F550 cost \$120,000 and the Town had budgeted \$140,000, so there is \$20,000 available there. Although the Town Budget could support an officer for this year, next year the deputy contract allows for a 2.25% raise which would bring the wage up to \$109,339 for CY 2023.

This would be a five-year contract with the Sheriff's Department and the cost quoted above does not include when the assigned officer takes vacation and the County needs to fill the vacancy with another officer. If the County can fill the vacancy with another officer using straight time, the cost would not increase; however, if the County has to fill the vacancy with an officer using overtime wages, the cost could run as much as \$117,000 annually or more depending on the overtime wage.

As stated in the Attorney's memo from the March 2, 2022 meeting, the Town has authority to enforce ordinances, such as building and zoning codes, through its zoning officer; a law enforcement officer is not required.

The Town has the following projects scheduled for this year:

West American Drive (approximately 2,300 feet) at a cost of \$440,000.00  
Eagle Ridge Road (W Am Dr North to parcel 006-0327-03 includes sewer and water) at a cost of \$660,000.00

Friendship Trail (1-mile) – bid opening is March 21, 2022  
Engineering for Oakridge Road – cost at \$109,000.00  
A new Fire Engine with an annual cost of \$158,760.84 starting in CY2023

Some of these costs will be offset by the selling of Town property, but some will have to be covered within the Town's CY2022 Budget. The Town took out debt two years in a row and it cost the Town a reduction in the Bond Rating. The Administration and Staff do not recommend bonding for these projects this year.

- Chair Geise remarked when he reviewed the numbers presented, he was not confident that the Town would be able to afford contracting an Officer at this time.
- Supervisor Reif concurred noting that to do so would be taking piecemeal parts from multiple budget items to make the funding work.
- Chair Geise noted there was input from both Treasurer Wisnefske and Chief Rieckmann that the existing car could be rebranded as "Public Safety" and be used by the Chief to free up more Fire Department resources.
- Chief Rieckmann suggested that by rebranding the existing squad car with new "Public Safety" vinyl it could be used for inspections, but also as his response vehicle. Doing so would free up the Rescue that Chief Rieckmann currently uses to be moved to the east side station. Doing so would equate to a second engine crew being able to respond out of the east side station.
- Chief Rieckmann noted that the approximate cost to convert the existing squad car would be \$2,100.00 for the new red lights, radio, and lettering. The CAD system is already in place so any ordinance citations issued can be viewed directly by the County.
- Town Attorney LaFrombois remarked he would need to look further into what ordinances the Fire Chief could enforce.

**MOTION:**

**Motion** made by unanimous consent to decline to fill the vacancy in the Town's Police Department at this time.

**Motion carried.**

- O. Discussion/Action: Town Board review and consideration of the following satisfactions and authorization for executing by the Town Clerk pursuant to Wis. Stat. 60.33(5):
1. Satisfaction of Site Improvement Agreement between the Town and M&I Investment Group, LLC recorded 07-23-2008.
  2. Satisfaction and Termination of Public Improvement Agreement between the Town of Clayton and Marty Nikodem recorded 07-02-2002.
  3. Satisfaction and Termination of Road Construction and Real Estate Security Agreement between the Town of Clayton and Wilbur Harder and Myrna Harder recorded 05-05-2000.

The Town Attorney requested this item to be put on the agenda due to the sale of Matrix Machine. It appears there were the above listed agreements recorded as a lien on the titles.

The Town Attorney will be available to answer any questions the Board might have.

- Chair Geise noted that this is cleaning up old items that were not done many years ago and are just being brought attention now with the sale of this property.
- Supervisor Reif questioned if the items in question were, in fact, completed.
- Administrator Straw replied that it is believe they all are, but due to the length of time lapsed between when they were recorded and now, as well as several Administration changes, it was advised to record them as satisfied.
- Town Attorney LaFrombois noted that this is a title cleanup issue and needs to be more than a simple recording with the County.

**MOTION:**

**Motion** made by unanimous consent to approve the Satisfaction of Site Improvement Agreement, the Satisfaction and Termination of Public Improvement Agreement and the Satisfaction and Termination of Road Construction and Real Estate Security Agreement and direct staff to obtain the appropriate signatures and record the documents with Winnebago County.

**Motion carried.**

- XI. Review of Disbursements
- XII. Review of General Fund Budget Update (Second Town Board meeting of the month)
- XIII. Upcoming Meeting Attendance
  - Town Board Annual Meeting scheduled for April 19,2022 which is 2 weeks after the Spring Election
- XIV. Board Member Requests for Future Agenda Items--NONE
- XV. Adjournment: 8:23 p.m.

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

4. **Town of Clayton** - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

5. Town of Clayton - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

016-0328-03  
A-2 to I-1, FLU: Non-Res

TOWN OF CLAYTON

ORDINANCE 2022-Z005

AN ORDINANCE TO AMEND THE OFFICIAL TOWN OF CLAYTON ZONING ORDINANCE MAP

WHEREAS, one or more applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances have been filed with the Town Clerk as described herein; and

WHEREAS, following the requisite Notices and Public Hearings the proposed amendments have been reviewed and recommended to the Town Board by the Town's Plan Commission; and

WHEREAS, the applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances does comply with both the Town's existing land use and future land use elements of the CY 2015/16 update to the Town's Comprehensive Plan; and

WHEREAS, all other procedural requirements have been met for purposes of consideration of the amendment(s) as provided in Section 7 of the Town of Clayton Zoning Code of Ordinances; and

NOW, THEREFORE BE IT ORDAINED THAT, the Town Board of the Town of Clayton, County of Winnebago, State of Wisconsin, pursuant to Article 7 of the Town of Clayton Zoning Code of Ordinances, hereby adopts the following Amendment(s) to the Map of the Town's Zoning Code of Ordinances:

**Section 1:** The Official Zoning Map of the Town of Clayton is amended as follows:

**Property Owner(s):**

Town of Clayton, 8348 County Road T, Larsen, WI 54947

**Legal description of property:**

For property specifically described as Lot 3 of Certified Survey Map 7917 being part of the Northwest 1/4 of the Southeast 1/4 of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**The above-described property is hereby rezoned from:**

The application is to re-zone the property from A-2 (General Agriculture District) to I-1 (Light Industrial District).

**Section 2:** This Ordinance shall be submitted to the Winnebago County Board for approval. This amendment to the Town of Clayton Zoning Code of Ordinances shall be effective upon approval by the Winnebago County Board.

Adopted this 16<sup>th</sup> day of November, 2022

Vote: Yes: 5 No: 0 Abstain: 0 Absent: 0

  
Russell D. Geise, Chair

ATTEST:  
  
Kelsey Faust-Kubale, Town Clerk

# Town Board

## Roll Call Vote Tally

Meeting Date: November 16, 2022

Agenda Item: Town Board review and consideration of 2022-Z005 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-03 from A-2 (General Agriculture District) to I-1 (Light Industrial District).

Motion by: PC

Second by: LG

**MOTION:** Motion approve Ordinance 2022-Z005 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning from A-2 (General Agriculture District) to I-1 (Light Industrial District) and direct staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

Supervisor Vote:	Aye	Nay	Abstain
① Chair Geise	<u>1</u>	<u>      </u>	<u>      </u>
② Supervisor Reif	<u>1</u>	<u>      </u>	<u>      </u>
③ Supervisor Lettau	<u>1</u>	<u>      </u>	<u>      </u>
④ Supervisor Grundman	<u>1</u>	<u>      </u>	<u>      </u>
⑤ Supervisor Christianson	<u>1</u>	<u>      </u>	<u>      </u>

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
Wednesday, November 16, 2022  
Immediately following the Town Board Closed Session  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chair Geise called the meeting to order at 6:44 pm.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise PRESENT

Supervisor Lettau PRESENT

Supervisor Grundman PRESENT

Supervisor Reif PRESENT

Supervisor Christianson PRESENT

b. Staff

Administrator Wisnefske PRESENT

Clerk Faust-Kubale PRESENT

Treasurer Zolp PRESENT

Engineer Hamblin EXCUSED

Town Attorney LaFrombois PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s): **NONE**

III. Approval of Minutes:

A. Approval of the Minutes of the Tuesday, November 1, 2022 Town Board Budget Workshop.

B. Approval of the Minutes of the Wednesday, November 2, 2022 Town Board Meeting.

**MOTION:**

**Motion made** by unanimous consent to approve the November 1, 2022 Town Board Budget Workshop; and Wednesday, November 2, 2022 Town Board Meeting Minutes as presented.

**Motion carried** by unanimous voice vote.

IV. Open Forum – Town-related matters not on the agenda: **NONE**

V. Correspondence:

A. Distribution of the October Building Inspection Report

- Chair Geise noted over \$4 million in new construction in the Town in the month of October.

B. Distribution of the September 29, 2022 Oshkosh Public Library Board Minutes.

VI. Discussion Items (No action will be taken):

- A. Winnebago County Sheriff's Department: Public Concerns and Issues: **NONE**
- B. Larsen/Winchester Sanitary District Report on October 2022 Activity
  - Supervisor Reif noted at the last meeting the billing for last quarter was discussed as several customers were overbilled. That has been corrected. Supervisor Reif also noted there has been no updates from the DNR.
- C. Administrator's Report on November 2022 Activity
  - Administrator Wisnefske noted no new updates.
  - Chair Geise reported he and the Town Broker met with a developer regarding a potential \$78 million development within the Town. Chair Geise reported that at present the Town is not ready to commit to the developer's needs for additional sewer and water installation.

VII. Business referred by the Plan Commission:

- A. Plan Commission review and recommendation on a Re-zoning Application submitted by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 for property owned by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 WI Tax ID #006-0328-03.
  - Plan Commission Chair Knapinski noted this change would be from A-2 to I-1 to accommodate a planned warehouse distribution center.
- B. Plan Commission review and recommendation on a Re-zoning Application submitted by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 for property owned by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 WI Tax ID #006-0340-02-01.
  - Chair Knapinski noted this change would be from A-2 to I-1 for potential development of a cast and die facility.
- C. Plan Commission review and recommendation on a Re-zoning Application submitted by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 for property owned by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 WI Tax ID #006-0328-02.
  - Chair Knapinski noted this change would be from A-2 to R-4 for a proposed multi-family housing development.
- D. Plan Commission review and recommendation on a Certified Survey Map (CSM) Review Application submitted by Keith & Katherine Salm, for Tax ID #006-0615 and Tax ID #006-0615-01.
  - Chair Knapinski noted this CSM is proposing to correct current property lines that pass through the storage units constructed on the parcels. Chair Knapinski also noted that the Commissioners recommended approval of the CSM, but have also requested that the property be rezoned to also correct the dual zoning currently in place.

VIII. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2022-020 A Resolution Adopting the CY 2022 Tax Levy payable in CY 2023 as set by the Wednesday, November 16, 2022 Special Meeting of the Town Electors, and Adopting the following Town CY 2023 Budgets as presented:

- i. CY 2023 General Fund Revenue and Expense Budgets.
- ii. CY 2023 Capital Projects Fund Revenue and Expense Budgets.
- iii. CY2023 Debt Service Fund Revenue and Expense Budgets.
- iv. CY 2023 Stormwater Management Utility Fund Revenue and Expense Budgets
- v. CY 2023 Solid Waste and Recycling Fund Revenue and Expense Budgets.
- vi. CY 2023 Tax Increment Finance District #1 Fund Revenue and Expense Budgets.
- vii. CY 2023 Clayton Sanitary District #1 Fund Revenue and Expense Budgets.

- Chair Geise noted at the Elector’s Meeting earlier in the night, the levy was approved.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve Resolution 2022-020 A Resolution Adopting the CY 2022 Tax Levy payable in CY 2023 as set by the Wednesday, November 16, 2022 Special Meeting of the Town Electors, and Adopting the following Town CY 2023 Budgets as presented.

**ROLL CALL:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye
Supervisor Reif	Aye
Chair Geise	Aye

**Motion carried 5-0.**

- B. Discussion/Action: Town Board review and consideration of Ordinance 2022-Z005 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-03 from A-2 (General Agriculture District) to I-1 (Light Industrial District).

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve Ordinance 2022-Z005 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-03 from A-2 (General Agriculture District) to I-1 (Light Industrial District)

and direct Staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye

**Motion carried 5-0.**

- C. Discussion/Action: Town Board review and consideration of Ordinance 2022-Z006 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0340-02-01 from A-2 (General Agriculture District) to I-1 (Light Industrial District).

**MOTION:**

**Motion by:** Supervisor Reif  
**Second by:** Supervisor Grundman

**Motion made** to approve Ordinance 2022-Z006 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0340-02-01 from A-2 (General Agriculture District) to I-1 (Light Industrial District) and direct Staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye
Chair Geise	Aye

**Motion carried 5-0.**

- D. Discussion/Action: Town Board review and consideration of Ordinance 2022-Z007 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-02 from A-2 (General Agriculture District) to R-4 (Multi-Family Residential District).

**MOTION:**

**Motion by:** Supervisor Grundman  
**Second by:** Supervisor Christianson

**Motion made** to approve Ordinance 2022-Z007 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning from A-2 (General Agriculture District) to R-4 (Multi-Family Residential District) and direct staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Supervisor Grundman	Aye
Supervisor Lettau	Aye
Supervisor Reif	Aye
Chair Geise	Aye
Supervisor Christianson	Aye

**Motion carried 5-0.**

- E. Discussion/Action: Town Board review and consideration of a Certified Survey Map (CSM) Review Application submitted by Keith & Katherine Salm, for Tax ID #006-0615 and Tax ID #006-0615-01.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve the Certified Survey Map Review Application submitted by Keith & Katherine Salm, for Tax ID #006-0615 and Tax ID #006-0615-01 provided all conditions recommended by Staff and the Plan Commission are met.

**Motion carried** by unanimous voice vote.

- F. Discussion/Action: Town Board review and consideration of a change in the Town Hall Operating Hours.

- Chair Geise noted he consulted with neighboring Towns and the proposed hours are in line with the other communities, especially with the option of Staff being available for appointments as well.
- Supervisor Reif noted he was originally against the proposal, but after hearing it is in line with other communities, is willing to give it a try.
- Plan Commission Chair Knapinski noted that the residents made a choice during the November Election to vote down the Town Referendum and this is a ramification of that choice.
- Chair Geise noted that the Town has to be respectful of and value the amount of time that Staff puts in above and beyond the normal 40-hour work week in service of the Town.

**MOTION:**

**Motion made** to approve the new Town Hall Operating Hours of Monday through Thursday 7:45 am to 4 pm and Friday 7:45 am to 1 pm, effective November 17, 2022,

with any necessary Statutory and Administrative exceptions, as well as appointments as requested.

**Motion carried** by unanimous voice vote.

G. Discussion/Action: Town Board review and consideration of the Agreement for Automatic Fire Protection between Clayton Fire Rescue and Town of Neenah Fire Department.

- Chair Geise noted that the Auto Aid agreements have been working well for the Town.
- Chief Rieckmann noted that Town of Neenah has been open to this new agreement and passed the Agreement at their meeting on November 14, 2022.

**MOTION:**

**Motion made** to approve the new Town Hall Operating Hours of Monday through Thursday 7:45 am to 4 pm and Friday 7:45 am to 1 pm, effective November 17, 2022, with any necessary Statutory and Administrative exceptions, as well as appointments as requested.

**Motion carried** by unanimous voice vote.

IX. Review of Disbursements

X. Upcoming Meeting Attendance

- Chair Knapinski noted that the Plan Commission Comprehensive Plan Meeting has been moved to November 30, 2022.
- Chief Rieckmann noted that the Supervisors will be invited, pending formal invitation, to the 2<sup>nd</sup> Annual Awards Banquet on December 6, 2022.

XI. Board Member Requests for Future Agenda Items

XII. Adjournment

**MOTION:**

**Motion made** by unanimous consent to adjourn at 7:22 pm.

**Motion carried.**

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

4. Town of Clayton - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

5. **Town of Clayton** - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

006-0340-02-01  
A-2 to I-1, FZU: Non-Res

TOWN OF CLAYTON

ORDINANCE 2022-Z006

AN ORDINANCE TO AMEND THE OFFICIAL TOWN OF CLAYTON ZONING ORDINANCE MAP

WHEREAS, one or more applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances have been filed with the Town Clerk as described herein; and

WHEREAS, following the requisite Notices and Public Hearings the proposed amendments have been reviewed and recommended to the Town Board by the Town's Plan Commission; and

WHEREAS, the applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances does comply with both the Town's existing land use and future land use elements of the CY 2015/16 update to the Town's Comprehensive Plan; and

WHEREAS, all other procedural requirements have been met for purposes of consideration of the amendment(s) as provided in Section 7 of the Town of Clayton Zoning Code of Ordinances; and

NOW, THEREFORE BE IT ORDAINED THAT, the Town Board of the Town of Clayton, County of Winnebago, State of Wisconsin, pursuant to Article 7 of the Town of Clayton Zoning Code of Ordinances, hereby adopts the following Amendment(s) to the Map of the Town's Zoning Code of Ordinances:

**Section 1:** The Official Zoning Map of the Town of Clayton is amended as follows:

**Property Owner(s):**

Town of Clayton, 8348 County Road T, Larsen, WI 54947

**Legal description of property:**

For property specifically described as Lot 1 of Certified Survey Map 7862 being part of the Northeast 1/4 of the Southeast 1/4 of Section 12, Town 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**The above-described property is hereby rezoned from:**

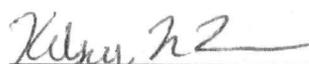
The application is to re-zone the property from A-2 (General Agriculture District) to I-1 (Light Industrial District).

**Section 2:** This Ordinance shall be submitted to the Winnebago County Board for approval. This amendment to the Town of Clayton Zoning Code of Ordinances shall be effective upon approval by the Winnebago County Board.

Adopted this 16<sup>th</sup> day of November, 2022

Vote: Yes: 5 No: 0 Abstain: 0 Absent: 0

  
Russell D. Geise, Chair

ATTEST:  
  
Kelsey Faust-Kubale, Town Clerk

# Town Board

## Roll Call Vote Tally

Meeting Date: November 16, 2022

Agenda Item: Town Board review and consideration of 2022-Z006 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0340-02-01 from A-2 (General Agriculture District) to I-1 (Light Industrial District).

Motion by: SR

Second by: LG

**MOTION:** Motion approve Ordinance 2022-Z006 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning from A-2 (General Agriculture District) to I-1 (Light Industrial District) and direct staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

Supervisor Vote:	Aye	Nay	Abstain
⑤ Chair Geise	<u>1</u>	_____	_____
① Supervisor Reif	<u>1</u>	_____	_____
② Supervisor Lettau	<u>1</u>	_____	_____
③ Supervisor Grundman	<u>1</u>	_____	_____
④ Supervisor Christianson	<u>1</u>	_____	_____

TOWN OF CLAYTON  
Board of Supervisors  
Meeting Minutes  
Wednesday, November 16, 2022  
Immediately following the Town Board Closed Session  
Town Meeting Room, 8348 County Road T, Larsen, WI 54947

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I. Call to Order: Town Board Chair Geise called the meeting to order at 6:44 pm.

A. Pledge of Allegiance

B. Verification of Notice

C. Meeting Roll

a. Board of Supervisors

Chair Geise PRESENT

Supervisor Lettau PRESENT

Supervisor Grundman PRESENT

Supervisor Reif PRESENT

Supervisor Christianson PRESENT

b. Staff

Administrator Wisnefske PRESENT

Clerk Faust-Kubale PRESENT

Treasurer Zolp PRESENT

Engineer Hamblin EXCUSED

Town Attorney LaFrombois PRESENT

II. Public Hearing(s) and/or Public Information Meeting(s): **NONE**

III. Approval of Minutes:

A. Approval of the Minutes of the Tuesday, November 1, 2022 Town Board Budget Workshop.

B. Approval of the Minutes of the Wednesday, November 2, 2022 Town Board Meeting.

**MOTION:**

**Motion made** by unanimous consent to approve the November 1, 2022 Town Board Budget Workshop; and Wednesday, November 2, 2022 Town Board Meeting Minutes as presented.

**Motion carried** by unanimous voice vote.

IV. Open Forum – Town-related matters not on the agenda: **NONE**

V. Correspondence:

A. Distribution of the October Building Inspection Report

- Chair Geise noted over \$4 million in new construction in the Town in the month of October.

B. Distribution of the September 29, 2022 Oshkosh Public Library Board Minutes.

VI. Discussion Items (No action will be taken):

- A. Winnebago County Sheriff's Department: Public Concerns and Issues: **NONE**
- B. Larsen/Winchester Sanitary District Report on October 2022 Activity
  - Supervisor Reif noted at the last meeting the billing for last quarter was discussed as several customers were overbilled. That has been corrected. Supervisor Reif also noted there has been no updates from the DNR.
- C. Administrator's Report on November 2022 Activity
  - Administrator Wisnefske noted no new updates.
  - Chair Geise reported he and the Town Broker met with a developer regarding a potential \$78 million development within the Town. Chair Geise reported that at present the Town is not ready to commit to the developer's needs for additional sewer and water installation.

VII. Business referred by the Plan Commission:

- A. Plan Commission review and recommendation on a Re-zoning Application submitted by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 for property owned by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 WI Tax ID #006-0328-03.
  - Plan Commission Chair Knapinski noted this change would be from A-2 to I-1 to accommodate a planned warehouse distribution center.
- B. Plan Commission review and recommendation on a Re-zoning Application submitted by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 for property owned by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 WI Tax ID #006-0340-02-01.
  - Chair Knapinski noted this change would be from A-2 to I-1 for potential development of a cast and die facility.
- C. Plan Commission review and recommendation on a Re-zoning Application submitted by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 for property owned by Town of Clayton, 8348 County Rd T, Larsen, WI 54947 WI Tax ID #006-0328-02.
  - Chair Knapinski noted this change would be from A-2 to R-4 for a proposed multi-family housing development.
- D. Plan Commission review and recommendation on a Certified Survey Map (CSM) Review Application submitted by Keith & Katherine Salm, for Tax ID #006-0615 and Tax ID #006-0615-01.
  - Chair Knapinski noted this CSM is proposing to correct current property lines that pass through the storage units constructed on the parcels. Chair Knapinski also noted that the Commissioners recommended approval of the CSM, but have also requested that the property be rezoned to also correct the dual zoning currently in place.

VIII. Business:

- A. Discussion/Action: Town Board review and consideration of Resolution 2022-020 A Resolution Adopting the CY 2022 Tax Levy payable in CY 2023 as set by the Wednesday, November 16, 2022 Special Meeting of the Town Electors, and Adopting the following Town CY 2023 Budgets as presented:

- i. CY 2023 General Fund Revenue and Expense Budgets.
- ii. CY 2023 Capital Projects Fund Revenue and Expense Budgets.
- iii. CY2023 Debt Service Fund Revenue and Expense Budgets.
- iv. CY 2023 Stormwater Management Utility Fund Revenue and Expense Budgets
- v. CY 2023 Solid Waste and Recycling Fund Revenue and Expense Budgets.
- vi. CY 2023 Tax Increment Finance District #1 Fund Revenue and Expense Budgets.
- vii. CY 2023 Clayton Sanitary District #1 Fund Revenue and Expense Budgets.

- Chair Geise noted at the Elector’s Meeting earlier in the night, the levy was approved.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve Resolution 2022-020 A Resolution Adopting the CY 2022 Tax Levy payable in CY 2023 as set by the Wednesday, November 16, 2022 Special Meeting of the Town Electors, and Adopting the following Town CY 2023 Budgets as presented.

**ROLL CALL:**

Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye
Supervisor Reif	Aye
Chair Geise	Aye

**Motion carried 5-0.**

- B. Discussion/Action: Town Board review and consideration of Ordinance 2022-Z005 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-03 from A-2 (General Agriculture District) to I-1 (Light Industrial District).

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve Ordinance 2022-Z005 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-03 from A-2 (General Agriculture District) to I-1 (Light Industrial District)

and direct Staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Chair Geise	Aye
Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye

**Motion carried 5-0.**

- C. Discussion/Action: Town Board review and consideration of Ordinance 2022-Z006 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0340-02-01 from A-2 (General Agriculture District) to I-1 (Light Industrial District).

**MOTION:**

**Motion by:** Supervisor Reif  
**Second by:** Supervisor Grundman

**Motion made** to approve Ordinance 2022-Z006 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0340-02-01 from A-2 (General Agriculture District) to I-1 (Light Industrial District) and direct Staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Supervisor Reif	Aye
Supervisor Lettau	Aye
Supervisor Grundman	Aye
Supervisor Christianson	Aye
Chair Geise	Aye

**Motion carried 5-0.**

- D. Discussion/Action: Town Board review and consideration of Ordinance 2022-Z007 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning on Tax ID #006-0328-02 from A-2 (General Agriculture District) to R-4 (Multi-Family Residential District).

**MOTION:**

**Motion by:** Supervisor Grundman  
**Second by:** Supervisor Christianson

**Motion made** to approve Ordinance 2022-Z007 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Town of Clayton Rezoning from A-2 (General Agriculture District) to R-4 (Multi-Family Residential District) and direct staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

**ROLL CALL:**

Supervisor Grundman	Aye
Supervisor Lettau	Aye
Supervisor Reif	Aye
Chair Geise	Aye
Supervisor Christianson	Aye

**Motion carried 5-0.**

- E. Discussion/Action: Town Board review and consideration of a Certified Survey Map (CSM) Review Application submitted by Keith & Katherine Salm, for Tax ID #006-0615 and Tax ID #006-0615-01.

**MOTION:**

**Motion by:** Supervisor Grundman

**Second by:** Supervisor Christianson

**Motion made** to approve the Certified Survey Map Review Application submitted by Keith & Katherine Salm, for Tax ID #006-0615 and Tax ID #006-0615-01 provided all conditions recommended by Staff and the Plan Commission are met.

**Motion carried** by unanimous voice vote.

- F. Discussion/Action: Town Board review and consideration of a change in the Town Hall Operating Hours.

- Chair Geise noted he consulted with neighboring Towns and the proposed hours are in line with the other communities, especially with the option of Staff being available for appointments as well.
- Supervisor Reif noted he was originally against the proposal, but after hearing it is in line with other communities, is willing to give it a try.
- Plan Commission Chair Knapinski noted that the residents made a choice during the November Election to vote down the Town Referendum and this is a ramification of that choice.
- Chair Geise noted that the Town has to be respectful of and value the amount of time that Staff puts in above and beyond the normal 40-hour work week in service of the Town.

**MOTION:**

**Motion made** to approve the new Town Hall Operating Hours of Monday through Thursday 7:45 am to 4 pm and Friday 7:45 am to 1 pm, effective November 17, 2022,

with any necessary Statutory and Administrative exceptions, as well as appointments as requested.

**Motion carried** by unanimous voice vote.

G. Discussion/Action: Town Board review and consideration of the Agreement for Automatic Fire Protection between Clayton Fire Rescue and Town of Neenah Fire Department.

- Chair Geise noted that the Auto Aid agreements have been working well for the Town.
- Chief Rieckmann noted that Town of Neenah has been open to this new agreement and passed the Agreement at their meeting on November 14, 2022.

**MOTION:**

**Motion made** to approve the new Town Hall Operating Hours of Monday through Thursday 7:45 am to 4 pm and Friday 7:45 am to 1 pm, effective November 17, 2022, with any necessary Statutory and Administrative exceptions, as well as appointments as requested.

**Motion carried** by unanimous voice vote.

IX. Review of Disbursements

X. Upcoming Meeting Attendance

- Chair Knapinski noted that the Plan Commission Comprehensive Plan Meeting has been moved to November 30, 2022.
- Chief Rieckmann noted that the Supervisors will be invited, pending formal invitation, to the 2<sup>nd</sup> Annual Awards Banquet on December 6, 2022.

XI. Board Member Requests for Future Agenda Items

XII. Adjournment

**MOTION:**

**Motion made** by unanimous consent to adjourn at 7:22 pm.

**Motion carried.**

Respectfully Submitted,  
Kelsey Faust-Kubale, Town Clerk



## Winnebago County

Zoning Department

*The Wave of the Future*

### MEMO FOR P & Z MEETING AGENDA OF FEBRUARY 3, 2023

TO: Planning & Zoning Committee

FM: Zoning Administrator

RE: Review of Town Zoning Change(s)

1. Paul & Jolene Moran - Town Zoning Change (Tax ID No(s): 006-0652-03-01 & 006-0652-03-02) – Town of Clayton.

The town zoning change for Paul & Jolene Moran is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-2 (Suburban Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

2. Bret Blickhahn - Town Zoning Change (Tax ID No(s) 006-0816-01-03 & 006-0816-01-02) – Town of Clayton.

The town zoning change for Bret Blickhahn is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

3. Kevin & Janna Fischer - Town Zoning Change (Tax ID No(s): 006-0279-01) – Town of Clayton.

The town zoning change for Kevin & Janna Fischer is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

4. Town of Clayton - Town Zoning Change (Tax ID No(s) 006-0328-03) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

5. Town of Clayton - Town Zoning Change (Tax ID No(s): 006-0340-02-01) – Town of Clayton.

The town zoning change for the Town of Clayton is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from A-2 (General Agriculture District) to I-1 (Light Industrial District) and Winnebago County's future land use plan shows future land use as Non-Residential.

**RECOMMENDATION: Approve a motion to forward zone change to County Board for action.**

6. Cody Robel - Town Zoning Change (Tax ID No(s) 006-0034-01) – Town of Clayton.

The town zoning change for Cody Robel is consistent with Winnebago County's Future Land Use Plan. The Town of Clayton approved the zoning change from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District) and Winnebago County's future land use plan shows future land use as Residential.

**RECOMMENDATION: Approve a motion to forward zone changes to County Board for action.**

R-1/R-2 006-0034-01  
to R-1, FLU: Res

TOWN OF CLAYTON

ORDINANCE 2021-Z007

AN ORDINANCE TO AMEND THE OFFICIAL TOWN OF CLAYTON ZONING ORDINANCE MAP

WHEREAS, one or more applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances have been filed with the Town Clerk as described herein; and

WHEREAS, following the requisite Notices and Public Hearings the proposed amendments have been reviewed and recommended to the Town Board by the Town's Plan Commission; and

WHEREAS, the applications for amendments to the Map of the Town of Clayton Zoning Code of Ordinances does comply with both the Town's existing land use and future land use elements of the CY 2015/16 update to the Town's Comprehensive Plan; and

WHEREAS, all other procedural requirements have been met for purposes of consideration of the amendment(s) as provided in Section 7 of the Town of Clayton Zoning Code of Ordinances; and

NOW, THEREFORE BE IT ORDAINED THAT, the Town Board of the Town of Clayton, County of Winnebago, State of Wisconsin, pursuant to Article 7 of the Town of Clayton Zoning Code of Ordinances, hereby adopts the following Amendment(s) to the Map of the Town's Zoning Code of Ordinances:

**Section 1:** The Official Zoning Map of the Town of Clayton is amended as follows:

**Property Owner(s):**

Cody Robel, 9409 State Road 76, Neenah, WI 54956.

**Legal description of property:**

For property located at 9409 State Road 76, Neenah, WI 54956 specifically described as Tax ID # 006-0034-01 being part of the Northeast 1/4 of the Southeast 1/4 of Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin.

**The above-described property is hereby rezoned from:**

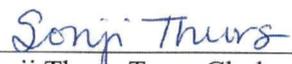
The application is to re-zone the property from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District).

**Section 2:** This Ordinance shall be submitted to the Winnebago County Board for approval. This amendment to the Town of Clayton Zoning Code of Ordinances shall be effective upon approval by the Winnebago County Board.

Adopted this 15<sup>th</sup> day of December, 2021

Vote: Yes: 5 No:      Abstain:      Absent:     

  
\_\_\_\_\_  
Russell D. Geise, Chair

ATTEST:  
  
\_\_\_\_\_  
Sonji Thurs, Town Clerk

# Town Board

## Roll Call Vote Tally

Meeting Date: March 16, 2022

Agenda Item: Town Board review and consideration of Ordinance 2022-Z003 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Kevin & Janna Fischer Rezoning from A-2 (General Agriculture District) to R-1 (Rural Residential District).

Motion by: LG

Second by: KL

**MOTION:** Motion to approve Ordinance 2022-Z003 An Ordinance to Amend the Official Town of Clayton Zoning Ordinance Map for the Kevin & Janna Fischer Rezoning from A-2 (General Agriculture District) to R-1 (Rural Residential District) and direct staff to submit the Ordinance to Winnebago County and publish the Ordinance as required by law.

Supervisor Vote:	Aye	Nay	Abstain
① Chair Geise	<u>1</u>	_____	_____
② Supervisor Reif	<u>1</u>	_____	_____
③ Supervisor Lettau	<u>1</u>	_____	_____
④ Supervisor Grundman	<u>1</u>	_____	_____
<del>Supervisor Wisnefske</del>	_____	_____	_____

Town of Clayton  
RE-ZONING APPLICATION

Mail: 8348 County Road T - Larsen, WI 54947  
Phone - 920-836-2007 Fax - 920-836-2026 Email - tocadmin@new.rr.com

Property Owner(s): Cody Robel  
Address/Zip: 9409 State Rd 76 Neenah, WI 54956  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant: Town of Clayton  
Check: Architect \_\_\_\_\_ Engineer \_\_\_\_\_ Surveyor \_\_\_\_\_ Attorney \_\_\_\_\_ Agent \_\_\_\_\_ Owner \_\_\_\_\_  
Address/City/Zip: 8348 County Road T, Larsen WI 54947  
Phone: 9208362007 Fax: 9208362026 E-Mail: administrator@townofclayton.net

Describe the reason for the Re-Zoning: to eliminate dual zoning of R-1 (Rural Residential) + R-2 (Suburban Residential) on one parcel - administrative ~~and~~ removing R-2 zoning

Re-Zoning Specifics:  
No. of Lots: 1 Total Acreage: 3.59 Tax Key No.: 006-0034-01  
Legal Description: NE 1/4, SE 1/4 of Section 2, T20N - R16E town of Clayton  
Current Zoning: R1 + R2

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

Applicant Signature: Jori Straw, Town Administrator Date: 11/18/21

**For Town Use Only**

**Fee (see Fee Schedule)**

Fee: waived - administrative application Check # \_\_\_\_\_ Receipt \_\_\_\_\_ Date \_\_\_\_\_

Date Received Complete \_\_\_\_\_ By \_\_\_\_\_ App. No. \_\_\_\_\_

Review Meetings - Plan Comm 12/08/21 Town Board 12/15/21

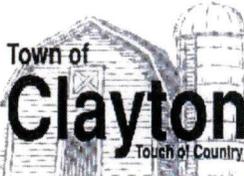
Newspaper Publication Dates \_\_\_\_\_ & \_\_\_\_\_ Posting Date \_\_\_\_\_

300' Neighborhood Notice Distribution \_\_\_\_\_

Re-Zoning is: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments \_\_\_\_\_

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



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Monday, December 27, 2021

County Zoning Office  
Attn: Cary A. Rowe  
112 Otter Avenue  
Oshkosh, WI 54901

Re: Town Board approved amendment to the Town's Zoning Code of Ordinances Map.

Mr. Cary A. Rowe:

Enclosed please find the material relative to the following amendment(s) to the Zoning Code of Ordinances, Zoning Map in the Town of Clayton:

Re-zoning application submitted by Town of Clayton for the property owned by Cody Robel, 9409 State Road 76, Neenah, WI 54956 located at 9409 State Road 76, Neenah, WI 54956 specifically described as Tax ID # 006-0034-01 being part of the Northeast ¼ of the Southeast ¼ of Section 2, Township 20 North, Range 16 East, Town of Clayton, County of Winnebago, State of Wisconsin. The application is to re-zone the property from R-1 (Rural Residential District) and R-2 (Suburban Residential District) to R-1 (Rural Residential District).

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

Sincerely,

Tori Straw  
Town Administrator

CC County Clerk, Sue Ertmer

