



# PLAN COMMISSION

Wednesday, May 08, 2024 – 6:30 PM

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

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## MINUTES

**CALL TO ORDER** – Vice Chair Haskell called the meeting to order at 6:31 pm

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

### PRESENT

Commissioner Haskell  
Commissioner Nemecek  
Commissioner Dorow  
Commissioner Hopkins  
Town Board Rep. Christianson

### EXCUSED

Chair Knapinski  
Commissioner Ketter

### STAFF

Administrator Wisnefske  
Clerk Faust-Kubale

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

- A. Plan Commission Public Hearing on a Conditional Use Application submitted by Daniel & Shannon Allen for a proposed short-term rental accessory use on Tax ID #006-1505 addressed as 2746 Cassy Lane.

Shannon Allen, 2746 Cassy Ln, Neenah spoke to the proposed use plan for their home as a short-term rental.

## PUBLIC HEARING CLOSED AT 6:33 PM

## APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, April 10, 2024 Plan Commission Meeting

### MOTION

**Motion made** by Commissioner Hopkins, **Seconded** by Commissioner Nemecek to approve the Minutes of the Wednesday, April 10, 2024 Plan Commission meeting as presented.

**Voting Yea:** Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 5-0.**

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

**CORRESPONDENCE**

- A. Distribution of the April 2024 Building Inspection Report

**BUSINESS**

- A. Review/Recommendation: Plan Commission review & recommendation on a Conditional Use Permit Application submitted by Daniel & Shannon Allen for a proposed short-term rental accessory use on Tax ID #006-1505 addressed as 2746 Cassy Lane.

**MOTION**

**Motion made** by Commissioner Hopkins, **Seconded** by Town Board Rep. Christianson to recommend approval of the Conditional Use Permit Application submitted by Daniel & Shannon Allen with the following Staff Recommendations & Conditions:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.

16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

**Voting Yea:** Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 5-0.**

#### **UPCOMING MEETING ATTENDANCE**

- A. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- B. Town Board (6:30 pm start unless otherwise noted) - May 15; June 5 & 19; July 3 & 17
- C. Board of Review - May 28 starting at 10 am

#### **ADJOURNMENT**

##### **MOTION**

**Motion made** by Commissioner Nemecek, **Seconded** by Town Board Rep. Christianson to adjourn at 6:41 pm.

**Voting Yea:** Commissioner Haskell, Commissioner Nemecek, Commissioner Dorow, Commissioner Hopkins, Town Board Rep. Christianson

**Motion carried 5-0.**

Respectfully submitted,

Kelsey Faust-Kubale  
Town Clerk