



BOARD OF SUPERVISORS MEETING

Wednesday, May 15, 2024 at 6:30 PM

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

MINUTES

CALL TO ORDER – Chair Geise called the meeting to order at 6:30 pm

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

PRESENT

Town Chair Geise
Supervisor Grundman
Supervisor Christianson

EXCUSED

Supervisor Lettau
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 1, 2024 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, May 1, 2024, Town Board Meeting.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the April 2024 Building Inspection Report
- B. Distribution of a letter addressed to the Town Board Supervisors received May 2, 2024 regarding a plowing complaint on Cassy Lane.
- C. Distribution of the April 2024 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Brooklyn Blob, Westridge Golf Course
- B. New - Sadia Bagum, Westridge Golf Course
- C. New - Sandip Bhattarai, Ridgeway BP
- D. Renewal - Bhupin Tiwari (Type A), Ridgeway BP

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of 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 unanimous consent to approve the Conditional Use Permit Application submitted by Daniel & Shannon Allen with the following Conditions:

1. If only portions of the residence are proposed to be rented, the applicant should submit a floor plan identifying which portions of the residence will be rented to verify the single-family residence is not being converted to a duplex.
2. Applicant and Building Inspector coordinate an inspection of the residence with re-inspections to occur every 5 years.
3. Applicant obtain a Winnebago County Health Department License and keep that License active for the duration of the short-term rental activity.
4. Any applicant that maintains, manages, and/or operates a short-term rental facility for more than 10 nights each year obtain a Tourist Rooming House License from the State Department of Agriculture, Trade, and Consumer Protection (DATCAP).
5. All short-term rental activities shall occur within a single-family residential dwelling.
6. All structures require a one-time Conditional Use Permit as an accessory use to a single-family residential as the Principal Use.
7. A Conditional Use Permit for short-term rentals be transferable between property owners.
8. The operator of a short-term rental facility maintains the single-family dwelling as their principal residence during the time period when rooms are offered.
9. The exterior appearance of the building shall not be altered from its single-family appearance.
10. All signage shall conform with the standards identified in the Conditional Use Permit, those being that the sign shall not exceed four (4) square feet in area.
11. No food preparation or cooking shall be allowed in guest rooms.
12. Meals shall only be offered to overnight guests.
13. Rentals shall not exceed 29 consecutive days.
14. Rentals shall be limited to 180 days within any 365-day period.
15. All parking (homeowner and renters) for the facility shall occur on site. No street parking is allowed.
16. All local, state, and federal taxes must be filed with the appropriate agencies. Short-term rental facilities must comply with the provisions of Section 9.1 of the Town of Clayton Municipal Code pertaining to hotel and motel room tax.

Motion carried by unanimous voice vote.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Charles Krause for Fireworks Mart located at 2896 Breezewood Lane, Neenah, WI 54956.

MOTION

Motion made by unanimous consent to approve the Retail Sales of Fireworks License Application submitted by Charles Krause for Fireworks Mart, located at 2896 Breezewood Ln with the following conditions:

1. The stacked container(s) must be taken down and unstacked within seven (7) days
2. The 3-story sign and other signage attached to the stacked container(s) must be taken down within seven (7) days

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of payment of Invoice #366629 from KerberRose S.C. in the amount of \$12,500.00 for the final billing for the 2023 audit and preparation of Form C.

MOTION

Motion made by unanimous consent to approve payment of invoice #366629 in the amount of \$12,500.00 to KerberRose.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of the insurance quote for renewal of the Town's insurance provided by The Horton Group Inc. in the amount of \$36,477.00.

MOTION

Motion made by unanimous consent to approve the insurance quote for renewal of the Town's insurance provided by The Horton Group, Inc. in the amount of \$36,477.00.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - June 5 & 19; July 3 & 17; Aug 7 & 21
- B. Plan Commission (6:30 pm start unless otherwise noted) - June 12; July 10; Aug 14
- C. Board of Review - May 28 starting at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:55 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk