



**Planning Commission
Regular Meeting**

Agenda

205 S Webster Ave
Omro, WI 54963
www.omro-wi.com

Barbara J Van Clarke
(920) 685-7000

Tuesday, August 11, 2026

6:00 PM

Council Chambers

- 1. Call to Order**
- 2. Roll Call**
- 3. Adoption of Minutes**
 - a. 07/14/2026 Planning Commission Meeting Minutes
- 4. Discussion and Possible Action on Review of Parcel for Surplus Property Status**
 - a. Memo and Information Documents
- 5. Discussion and Possible Action on Chicken Permit for 320 Jackson Avenue-Darren Maynard**
 - a. Discussion and Possible Action on Chicken Permit for 320 Jackson Avenue, Darren Maynard
- 6. Discussion and Possible Action on Certified Survey Map - 734 Tyler Avenue, Jeff Willis**
 - a. CSM Documents
- 7. Ordinance Language Review**
 - a. Cargo Containers, Shipping Containers, Portable Storage Units, Storage Trailers, Temporary Storage Units, and Outdoor Storage Ordinance Review
 - b. Review of Removal of Building Permit Requirement for Accessory Buildings / Structures up to 99 Sq. Ft.
- 8. Adjournment**



**Planning Commission
Regular Meeting
Minutes**

Tuesday, July 14, 2026

6:00 PM

Council Chambers

Call to Order Mayor Mary B. Berndt called the Planning Commission to order at 6:00 p.m. in the council chambers at Omro City Hall.

Roll Call **Planning Commission Members Present:** Darin Treleven, Todd Simons, Mary B. Berndt, Sam Mingo, David L. Weiss, and Daniel Krier.

Planning Commission Members Absent: Steve Franz

Staff Present: City Clerk Barbara J. Van Clake

Others Present: Mike Hammerle, Blair Tischafer, and Jonathan and Cara Bartel.

Adoption of Minutes

June 9, 2026 Planning Commission Meeting Minutes Public Works Director Mingo motioned and Council Member Treleven seconded to Approve the 06/09/2026 Planning Commission meeting minutes as presented..

RESULT: **Approved**

MOVER: Sam Mingo

SECONDER: Darin Treleven

AYES: David Weiss, Todd Simons, Darin Treleven, Mary B. Berndt, Sam Mingo, Daniel Kriers

NAYS: None

Public Hearing

Zoning Amendment
715 Michigan Street,
Aaron Martin - C-1
Central Commercial to
R-1 Single Family
Residential

Chairperson Berndt opened the public hearing regarding the request to rezone a portion of 715 Michigan Street from C-2 Commercial to R-1 Single-Family Residential as requested by property owner Aaron Martin.

City Clerk Barbara J. Van Clake explained that the property owner requested the rezoning to allow the existing residence to be separated from the commercial storage business through a future Certified Survey Map. The proposed rezoning would bring the property into greater consistency with the City's Comprehensive Plan Future Land Use Map while allowing the existing commercial storage buildings to remain on the remaining commercially zoned parcel as a legal nonconforming use.

Public Hearing

Blair Tischafer, 621 Michigan Street, asked several questions

regarding the proposal, including:

- The impact of the rezoning on neighboring properties.
- Whether the existing storage units could be expanded.
- Potential future commercial development.
- Possible impacts on surrounding property values.

Attorney Jonathan Blazel and staff explained that:

- The proposed residential parcel would be limited to residential uses.
- Existing storage buildings would remain as a legal nonconforming use and could not be expanded under the current zoning regulations.
- The proposal reduced the possibility of future commercial development adjacent to neighboring residences.
- The rezoning was expected to improve compatibility with surrounding residential properties.

There being no further comments, Chairperson Berndt declared the public hearing closed at 6:17 p.m.

Planning Commissioner Weiss motioned and Planning Commissioner Kriers seconded to Motion to recommend Common Council approval of the zoning amendment for 715 Michigan Street from C-1 Central Commercial to R-1 Single Family Residential as presented .

RESULT:	Approved
MOVER:	David Weiss
SECONDER:	Daniel Kriers
AYES:	Daniel Kriers, David Weiss, Darin Treleven, Sam Mingo, Todd Simons, Mary B. Berndt
NAYS:	None

Certified Survey Map - 715 Michigan Street, Aaron Martin

Review of Certified
Survey Map - 715
Michigan Street

The Commission reviewed the proposed Certified Survey Map (CSM) for 715 Michigan Street, which would divide the existing parcel into separate residential and commercial lots consistent with the proposed zoning amendment. Staff explained that while the zoning amendment established the future zoning districts, the

Certified Survey Map was necessary to legally create the separate parcels.

The residential parcel would include the existing single-family residence and surrounding land proposed to be rezoned R-1 Single-Family Residential. The remaining parcel would retain the existing commercial storage business and remain zoned C-1 Central Commercial. Staff noted that the CSM simply established the new parcel boundaries and would allow the property owner to separately finance and insure the residence independent of the commercial operation.

The Commission discussed that the Certified Survey Map was contingent upon Common Council approval of the recommended zoning amendment and that both actions worked together to accomplish the proposed land division. It was noted that the CSM complied with applicable subdivision and zoning requirements and represented the legal instrument necessary to record the new property boundaries with the Winnebago County Register of Deeds.

Council Member Treleven motioned and Planning Commissioner Weiss seconded to Motion to recommend Common Council approval of the Certified Survey Map for 715 Michigan Street as presented..

RESULT:	Approved
MOVER:	Darin Treleven
SECONDER:	David Weiss
AYES:	Todd Simons, David Weiss, Darin Treleven, Daniel Kriers, Mary B. Berndt, Sam Mingo
NAYS:	None

Certified Survey Map - 700-800 Block E. Huron Street, Hoffman Homes LLC

CSM Documents

The Commission reviewed a proposed Certified Survey Map submitted by Hoffman Homes, LLC, for property located in the 700-800 block of East Huron Street. Staff explained that the proposal would create three additional residential lots from an existing parcel situated between an existing duplex development and the Butkiewicz property. The property is located within an R-2 Residential District, which permits both single-family and duplex residential development.

City Clerk Barbara J. Van Clake advised the Commission that the proposed lots met the City's minimum frontage, lot area, and

zoning requirements. Although the agenda packet inadvertently omitted the Certified Survey Map due to a scanning error, the original survey map was available during the meeting and was reviewed by the Commission. Staff displayed the original map and explained the location of the proposed lots, noting that the new parcels would front East Huron Street and would utilize existing public street access and available municipal utilities.

Commission members discussed the omission of the map from the agenda packet and emphasized the importance of ensuring complete agenda materials are available for future meetings. After reviewing the original Certified Survey Map, the Commission found the proposed land division to be consistent with the City's subdivision regulations and comprehensive residential development pattern for the area.

Council Member Treleven motioned and Planning Commissioner Simons seconded to Motion to recommend Common Council approval of the Certified Survey Map for Hoffman Homes, LLC, creating three residential lots in the 700-800 block of East Huron Street as presented. .

RESULT:	Approved
MOVER:	Darin Treleven
SECONDER:	Todd Simons
AYES:	Daniel Kriers, Mary B. Berndt, Sam Mingo, David Weiss, Darin Treleven, Todd Simons
NAYS:	None

Conceptual Review and Discussion of Proposed H & R Land Residential Development Prior to Submission of a Certified Survey Map (Informational Only – No Action Requested)

Conceptual Drawing	The Commission conducted a conceptual review of a proposed residential development presented by Mike Hammerle of H & R Land Development for property located immediately west of the City's water tower. Mr. Hammerle explained that the proposal was in its preliminary planning stages and was being presented to obtain feedback from the Planning Commission before incurring the expense of preparing engineering plans and a Certified Survey Map. Mr. Hammerle outlined a conceptual plan that would create approximately five new residential lots together with a resized lot for the existing residence. The proposed development would be served by a new public roadway extending from the existing street
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system and would utilize available municipal water and sanitary sewer services. He explained that preliminary discussions had already been held with City staff regarding utility availability, roadway layout, and engineering considerations, and that additional work with the City's engineering consultant would be necessary to establish appropriate grades and utility elevations because of the existing water and sewer main configuration in the area.

Public Works Director Sam Mingo reviewed the proposed street layout and discussed the City's long-term interest in extending the roadway beyond the proposed subdivision to provide improved public access to the City water tower and Tower Hill Park. Commission members discussed the possibility of connecting the proposed roadway to Tower Lane, thereby providing a secondary access point for City maintenance vehicles, emergency responders, and park users. Staff noted that the existing access to the water tower is currently provided by a private easement across neighboring property and that a future public roadway connection could eventually provide a more permanent solution. However, Mr. Mingo also expressed concern that any future roadway connection should be carefully designed because Tower Lane is not a public street and additional study would be needed before determining the most appropriate connection.

The Commission also discussed preserving future development opportunities for adjacent undeveloped property. Staff explained that one option would be to obtain a future roadway or utility easement extending south from the proposed subdivision to provide access to currently landlocked property should that property ever be developed. Mr. Hammerle acknowledged the discussion and indicated he would continue working with staff to evaluate whether such an easement could be incorporated into a future Certified Survey Map while still maintaining adequate lot sizes for the proposed subdivision.

Additional discussion focused on the availability of municipal utilities, the proposed lot sizes, compatibility with the surrounding residential neighborhood, and the potential use of an R-5 Planned Unit Development (PUD) zoning designation. Staff explained that the R-5 zoning district would provide the Planning Commission with additional flexibility in reviewing lot layouts, setbacks, and other development standards while ensuring that the project remained consistent with the City's residential development goals.

Mr. Hammerle indicated that the homes would be designed as quality single-family residences comparable to the surrounding neighborhood and not intended as high-density or low-income housing.

Commission members expressed general support for the conceptual layout and agreed that the proposal represented a logical opportunity for additional residential growth within the City. The Commission encouraged staff to continue working with the developer to refine the roadway layout, evaluate future access opportunities to the water tower and adjoining undeveloped properties, and address engineering considerations prior to submission of a formal Certified Survey Map and development plans.

No formal action was requested or taken.

Conceptual Review and Discussion of Parcel 265-000101 Poygan Road for 15' Utility Easement with Future Certified Survey Map

Conceptual Drawing
(Reference)

The Commission reviewed a conceptual proposal involving Parcel No. 265-0001-01 on Poygan Road requesting consideration of a 15-foot utility easement to provide municipal sanitary sewer and water service to a proposed future residential parcel.

Public Works Director Sam Mingo explained that the parcel has limited access to municipal utilities because the existing City water main does not extend far enough to directly serve the property. In addition, the existing sanitary sewer in the area is relatively shallow, creating engineering concerns regarding proper gravity flow and frost protection if utilities were extended from the public right-of-way.

Staff advised that extending the City's water main solely to serve the proposed parcel was not considered practical or cost effective. As an alternative, the applicant approached the owner of the adjacent property and obtained agreement in principle to grant a 15-foot utility easement allowing private water and sanitary sewer laterals to cross the neighboring property and connect to the City's existing utility infrastructure. Staff indicated that this approach represented the most feasible solution while avoiding the expense of extending municipal utilities.

Staff further explained that the applicant was seeking conceptual feedback from the Commission before incurring the expense of

preparing a Certified Survey Map and engineering documents. If the Commission expressed support for the concept, the applicant would proceed with preparation of a Certified Survey Map depicting the utility easement for formal review and approval at a future meeting.

Commission members indicated they had no objection to the proposed utility easement and agreed that the concept represented a reasonable solution to provide municipal utility service to the property. Staff was directed to continue working with the applicant through the Certified Survey Map review process.

No formal action was requested or taken.

Vacation of Street Right-of-Way - Portion of Krenz Road

Discussion and Possible Action on Vacation of Street Right of Way - Krenz Road / Western Border of Mobile Home Park to the South	Attorney Jonathan Blazel reviewed the statutory procedures required under Wisconsin law for vacating a public street right-of-way. He explained that although the final authority rests with the Common Council, the Planning Commission's role is to review the proposal and make a recommendation as to whether vacating the unopened right-of-way serves the public interest.
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The request involved an unopened portion of the Krenz Road right-of-way located north of Lincoln Avenue adjacent to the mobile home park. Attorney Blazel explained that the platted roadway had never been constructed, opened, or maintained by the City and no longer served a public transportation purpose. Upon vacation, ownership of the vacated right-of-way would automatically revert to the adjoining property owners in accordance with Wisconsin law, generally extending ownership to the centerline of the former right-of-way unless otherwise established by the original plat.

Commission members discussed the practical benefits of vacating the unused right-of-way, including eliminating unnecessary public ownership of land that no longer serves a municipal purpose, returning the property to private ownership where it could once again become taxable property, and reducing any future maintenance or liability concerns for the City. Questions were raised regarding whether the City had ever maintained the property, who currently maintained the area, and whether adjoining property owners desired ownership of the vacated land. Staff indicated that the area has historically been maintained by

the adjoining property owners rather than the City.

Additional discussion centered on whether the vacation should be limited only to the portion requested by the petitioner or expanded to include the remaining unopened section of the platted Krentz Road extending to Main Street. Commission members agreed that since the remainder of the unopened right-of-way also appeared unlikely to ever be developed as a public street, it would be appropriate to recommend that the Common Council consider vacating the entire unused corridor rather than only the segment requested.

Following discussion, the Commission concluded that vacating the unused right-of-way would provide a public benefit by removing an unnecessary public dedication, returning the land to the tax rolls, and clarifying future ownership of the property.

Planning Commissioner Kriers motioned and Planning Commissioner Simons seconded to Motion recommending that the Common Council proceed with the vacation of the entire unused Krentz Road right-of-way extending to Main Street..

RESULT:	Approved
MOVER:	Daniel Kriers
SECONDER:	Todd Simons
AYES:	Mary B. Berndt, David Weiss, Todd Simons, Darin Treleven, Daniel Kriers, Sam Mingo
NAYS:	None

Urban Keeping of Chickens

Discussion and Possible Action on Chicken Permit for 320 Jackson Avenue-Darren Maynard	The Commission reviewed an application submitted for an Urban Keeping of Chickens Permit for property located at 320 Jackson Avenue. Owner Darren Maynard is petitioner. City Clerk Barbara J. Van Clake reported that the applicant had submitted the required permit application, obtained the necessary State registration for domestic poultry livestock, and applied for the required building permit for the proposed chicken coop. Staff indicated that, on its face, the application appeared to satisfy the requirements of the City's Urban Chicken Ordinance. Chairperson Berndt recognized Cara Bartel, an adjoining property owner, who addressed the Commission regarding the application.
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Ms. Bartel expressed concerns about the property's history of code compliance issues, the general maintenance of the property, previous police responses to the residence, and whether the applicant would provide proper care for the chickens if the permit were approved. She also expressed concern that the addition of chickens could negatively impact neighboring properties.

Commission members discussed the scope of the Planning Commission's authority under the Urban Chicken Ordinance. Attorney Jonathan Blazel explained that if an application satisfies the ordinance requirements, the Commission has limited discretion to deny the permit. However, he noted that the ordinance also provides the Commission authority to review complaints during the permit renewal process and allows for permit revocation if ordinance violations or substantiated issues arise after a permit has been issued.

During discussion, Public Works Director Sam Mingo expressed concern that, before acting on the application, the Commission should review any documented police reports or outstanding ordinance violations associated with the property to determine whether additional information should be considered. Attorney Blazel reviewed the applicable ordinance language and advised that postponing action to allow staff to investigate the concerns raised by the neighboring property owner would be appropriate.

Following discussion, the Commission agreed that additional information should be obtained before making a recommendation on the permit application.

Public Works Director Mingo motioned and Council Member Treleven seconded to Motion to table consideration of the Urban Chicken Permit application until the August 11, 2026, Planning Commission meeting pending staff review of police reports and ordinance violations related to the property.

RESULT:	Approved
MOVER:	Sam Mingo
SECONDER:	Darin Treleven
AYES:	David Weiss, Sam Mingo, Daniel Kriers, Mary B. Berndt, Darin Treleven, Todd Simons
NAYS:	None

Ordinance Language Review

Cargo Containers,
Shipping Containers,
Portable
Storage Units, Storage
Trailers, Temporary
Storage Units, and
Outdoor Storage
Ordinance Review

The Commission continued its review of the revised draft ordinance regulating the placement and use of shipping containers, cargo containers, and portable storage containers within the City. City Clerk Barbara J. Van Clake informed the Commission that the ordinance had been revised following comments received during the previous Planning Commission meeting; however, due to several time-sensitive projects and election responsibilities, staff had not yet completed a comprehensive review of the revised draft to ensure proper formatting, codification, and consistency throughout the ordinance.

Commission members discussed the purpose of the proposed ordinance, noting that it was intended to establish clear regulations governing where shipping containers and portable storage units may be located, distinguish temporary storage containers from permanent accessory structures, and eliminate existing ambiguity within the Municipal Code regarding their placement.

Commission Member David L. Weiss expressed concerns that the ordinance could unnecessarily restrict the use of shipping containers as a construction material. He stated that shipping containers can be incorporated into quality building projects and questioned whether the ordinance should distinguish between containers used as permanent building components and containers simply placed on a property for storage. Staff clarified that the ordinance was not intended to prohibit the use of shipping containers as part of a properly permitted building project. Rather, the proposed regulations were intended to address the placement of cargo containers used as standalone storage units and to ensure that any structure constructed from a shipping container complies with the City's building, zoning, and architectural design standards.

Additional discussion focused on preserving neighborhood appearance, establishing consistent standards for residential and commercial properties, and providing clear guidance for property owners and staff regarding the placement of portable storage units. Staff noted that the ordinance was designed to provide certainty by defining where containers are permitted, the length of time temporary containers may remain on a property, and the circumstances under which building permits would be required.

Because of the extensive nature of the ordinance and the desire to provide Commission members additional time to review the revised language, Chairperson Berndt recommended postponing further discussion until the August Planning Commission meeting. Staff encouraged Commissioners to thoroughly review the draft ordinance, make notes of any provisions they wished to discuss, and provide comments at the next meeting so that any remaining revisions could be addressed before forwarding the ordinance to the Common Council. The Commission reached consensus to continue review of the proposed ordinance at its August meeting.

No formal action was taken.

Adjournment Planning Commissioner Weiss motioned and Planning Commissioner Kriers seconded to Motion to adjourn the meeting at 7:15 p.m..

RESULT:	Approved
MOVER:	David Weiss
SECONDER:	Daniel Kriers
AYES:	David Weiss, Sam Mingo, Daniel Kriers, Mary B. Berndt, Darin Treleven, Todd Simons
NAYS:	None

Respectfully Submitted by:
Barbara J. Van Clarke, MMC, WCPC
City Clerk / Deputy Treasurer

CITY OF OMRO
MEMORANDUM

To: City of Omro Planning Commission

From: Barbara J. Van Clake, City Clerk/Deputy Treasurer

Date: August 11, 2026

Subject: Request from Paul Matthies to Purchase a Portion of City-Owned Parcel No. 265-0014 Along Willow Street

Purpose

Paul Matthies, owner of 542 Pine Street, has requested that the City consider selling him a small triangular portion of City-owned property adjoining the rear of his lot and Willow Street.

The requested area is part of Parcel No. 265-0014, a single City-owned tax parcel located on both the east and west sides of Willow Street. Although Willow Street physically divides the property, both sides continue to function as a single parcel for assessment purposes. The attached GIS maps illustrate the parcel configuration and the general location of the requested area.

Background

Mr. Matthies has advised City staff that he has maintained the lawn on the requested triangular area for many years as an extension of his adjoining residential yard. While his maintenance has benefited the appearance of the property, the property remains owned by the City of Omro.

At this time, staff has not completed a review of the parcel's acquisition history, original municipal purpose, title, utility infrastructure, drainage function, easements, or future planning significance. Consequently, the request is being presented to the Planning Commission for preliminary review and direction before any recommendation is made to the Common Council.

Applicable City Ordinance

The Planning Commission should note that Chapter 3.12 – Abandoned and Surplus Property of the City of Omro Municipal Code governs the disposal of surplus City property. However, the ordinance specifically states that surplus city property does not include land or buildings. Accordingly, the procedures contained in Chapter 3.12 apply only to surplus personal property and do not establish a procedure for the sale or disposition of City-owned real estate.

Therefore, before any portion of Parcel No. 265-0014 can be considered for sale, the Common Council must first determine whether the requested property is no longer needed for any current or future municipal purpose and whether its disposition is in the best interests of the City.

Matters for Staff Review

Before the Planning Commission makes a recommendation, staff should complete the following review:

1. Acquisition History
2. Current and Future Municipal Use
3. Utility and Public Works Review
4. Effect on the Remaining Parcel
5. Land Division Requirements
6. Fair Market Value and Costs

Staff Recommendation

Staff does not recommend approval or denial of the request at this time.

Instead, staff recommends that the Planning Commission direct staff to research the parcel's acquisition history, title, current and future municipal use, utility and public works interests, drainage conditions, and land-division requirements.

Following completion of that review, staff should prepare a report with its findings and recommendations for further consideration by the Planning Commission before the matter is forwarded to the Common Council.

Planning Commission Action Requested

Staff requests that the Planning Commission:

1. Receive this memorandum and the attached GIS maps;
2. Discuss the planning implications of the request;
3. Direct staff to complete the recommended research; and
4. Defer any recommendation regarding the sale until the requested information has been gathered and reviewed.

Suggested Motion

Motion to direct City staff to research the acquisition history, title, original public purpose, current and future municipal use, utility and public works interests, drainage conditions, and land-division requirements affecting Parcel No. 265-0014 and the triangular area requested by Paul Matthies, and to return the matter to the Planning Commission with the findings and a staff recommendation before any recommendation is forwarded to the Common Council.

265-0014 Willow Street



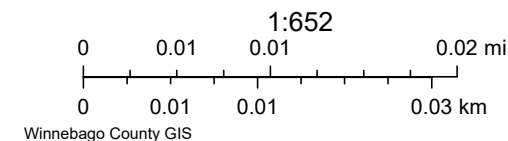
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- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
 - Navigable - Permanent (unchecked)
 - Navigable - Intermittent (checked)

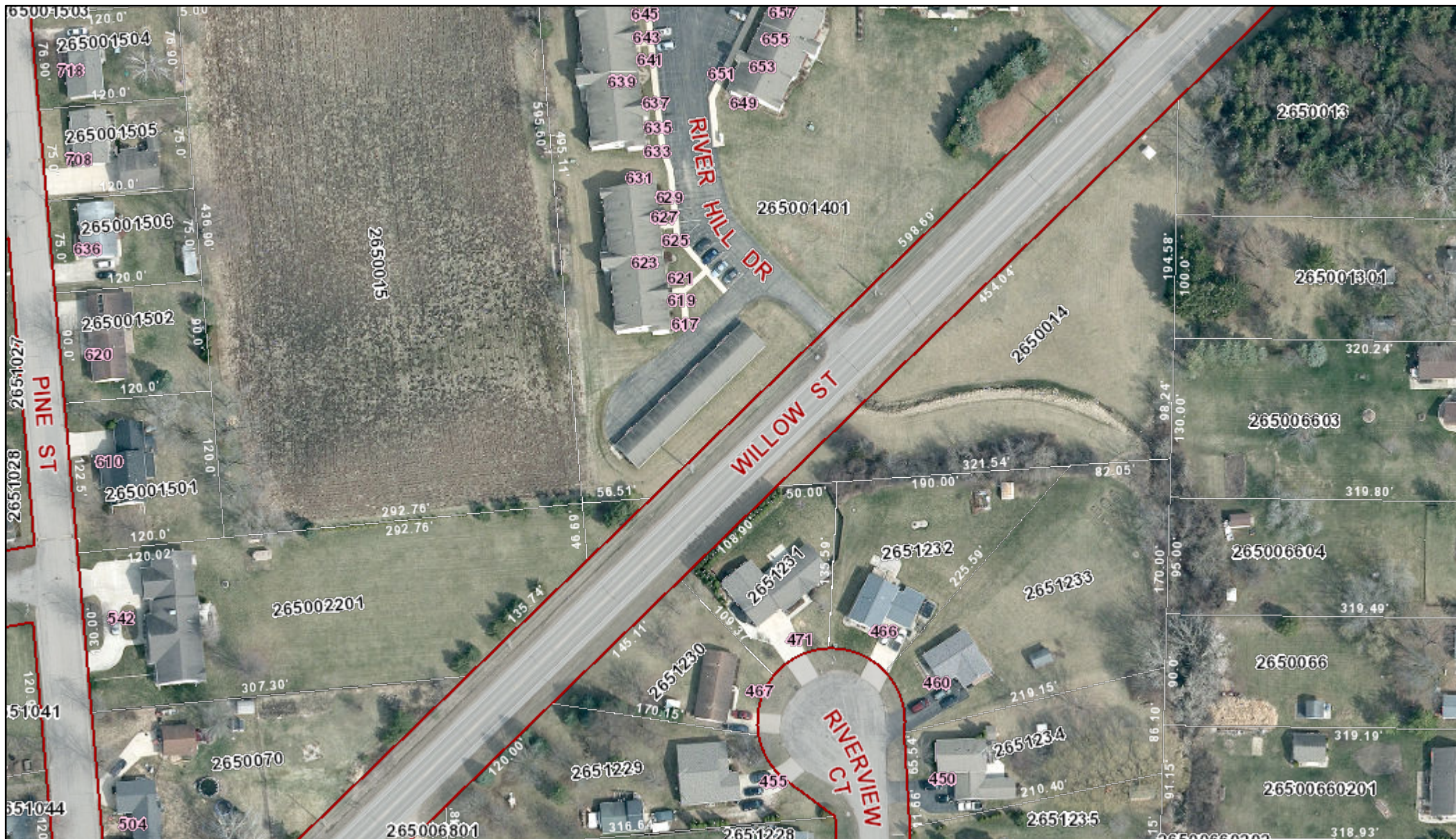
- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)

- Tax Parcel Boundary
- Road ROW

- 2025 Air Photo
- Red: Band_1
- Green: Band_2
- Blue: Band_3



265-0014 Willow Street



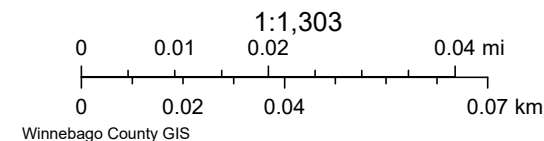
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- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
 - Navigable - Permanent (unchecked)
 - Navigable - Intermittent (checked)

- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)

- Tax Parcel Boundary
- Road ROW

- 2025 Air Photo
- Red: Band_1
- Green: Band_2
- Blue: Band_3



CHAPTER 3.12. ABANDONED AND SURPLUS PROPERTY

Sec. 3.12.010. Disposal of surplus city property.

A. *Definitions.*

1. *Surplus city property* is that property which is owned by the city and which has no further usefulness to the city. An item of property shall be considered to have no further usefulness when:
 - a. The item or its function has been totally replaced by other city property and no probable future function exists for it;
 - b. The city no longer performs the service for which the item was purchased and no other service can reasonably be provided by the item; or
 - c. The item is no longer able to reliably or economically perform the work required of it.
2. *Surplus city property* as defined in this chapter shall not include land or buildings but shall include fixtures and such salvage as may be taken from a building without structural damage when such fixtures and salvage are not part of a demolition contract. Surplus city property shall not include property which is obtained by the city as a result of abandonment or loss by the property's original owner. Surplus city property shall not include items of property which are traded in for newer items. Surplus city property shall not include library materials used by the public library for lending purposes.

B. *Quarterly Reporting.* Each department will file with the city administrator on a quarterly basis a preprinted form stating what property is currently held by each department and that property which is ready for disposal.

C. *Disposition of Surplus City Property.*

1. All property owned by the city, which is no longer used, or is unclaimed property which has been surrendered to various city departments, as well as other property which has been confiscated by the police department, shall only be disposed of on a quarterly basis as follows:
 - a. Donation to a nonprofit organization within the city or to a governmental agency;
 - b. Public auction or sale;
 - c. Sale by sealed bid;
 - d. Negotiated sale; or
 - e. Traded in.
2. In the event of a public auction or sale by sealed bid, the item will be sold in "as-is" condition to the person submitting the highest bid; provided, however, that a lower bid submitted by a nonprofit organization or governmental agency may be accepted by the city administrator. The department head responsible for the item shall determine the time in which the successful bidder must remove the item. In the event the item is not removed within that time, the item shall revert to the city and the amount of the bid shall be forfeited to the city. In the event no bids are received, the item shall be disposed of as directed by the city administrator.
3. The city administrator shall, within ten days of sale, auction or accepting bids, advertise such sale, auction, or bids in the official newspaper of the city.

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4. Whenever the fair market value of an item is \$500.00 or less and has been determined, pursuant to the previous section, that it is surplus city property, the item shall be either disposed of as set forth above or destroyed.
- D. *Determination of Fair Market Values.* Whenever this chapter requires a determination of the fair market value of an item of property, that determination shall be made by the department head responsible for the property, whose decision shall be final.
- E. *Authority to Dispose of Property.*
1. Except for library materials used by the public library for lending purposes, only the city administrator may dispose of city property which is not surplus city property.
 2. Whenever this section provides for an auction or other disposition of any property, the city administrator shall be authorized to hire an auctioneer or take such other action as is necessary to properly dispose of the property; provided, however, that the fees of such auctioneer and all such costs, other than those for city labor and the use of city property, do not exceed the payment received by the city from the auction or sale of the property.

(Prior Code, § 3-4-1; Code 1998, § 3.12.010)

Sec. 3.12.020. Lost and abandoned property.

A. *City Custody of Lost or Abandoned Property.*

1. Property which appears to be lost or abandoned, discovered by officers or turned in to the chief of police by citizens shall be disposed of according to this section.
2. Lost and abandoned property will be examined by the chief of police for identifying marks in an attempt to determine the owner. If identifying marks are present, they shall be used by the chief of police to attempt to contact the owner to return the property. If no identifying marks are present, the property shall be taken into custody by the chief of police.
3. No city employee shall keep for his/her own use property found in the course of duty, nor take possession of property during off-duty hours when the discovery was made while on duty.
4. The chief of police shall permit citizens to claim lost property if they can provide sufficient proof that they are rightful owners.
5. No city employee shall receive any lost, stolen, abandoned or other unclaimed property from the chief of police, unless that person receives a written receipt signed by the chief of police, a copy of which shall remain with the city administrator.

B. *Disposal Procedures.*

1. *Classes of Property.* All property which has been abandoned, lost or remained unclaimed for a period of 30 days after the taking of possession of the same by the city shall be disposed of as follows, except that if the property is usable for city operations, the property need not be sold at auction, but may become the property of the city.
 - a. *Vehicles.* Vehicles shall be disposed of as set forth in the applicable provisions of Chapter 7.24.
 - b. *Intoxicating Liquor and Fermented Malt Beverages.* Intoxicating liquor and fermented malt beverages shall be destroyed.
 - c. *Firearms, Ammunition and Explosives.* Firearms or ammunition shall be returned to their rightful owner, destroyed or transferred to the State Crime Laboratory, the division of law enforcement services of the Department of Justice, the Federal Bureau of Investigation or the Alcohol, Tobacco

and Firearms Bureau of the U.S. Department of Treasury. Any explosive, flammable or other material proving a danger to life or property may be disposed of immediately upon taking possession thereof. The chief of police and the fire chief, after consulting with the county sheriff's department, are authorized to determine the disposal procedure; provided, however, that any such procedure will attempt to return to its rightful owner any such material which appears to have been stolen.

- d. *Other Property.* Other property shall be disposed of according to the procedures in Section 3.12.010.
 - e. *Illegal Property.* Property which cannot be legally possessed shall be destroyed.
- 2. *Lost Property.* Property which is found by persons and delivered to the chief of police for the purpose of locating the former owner shall not be considered abandoned or unclaimed under this section until 30 days after mailing to the person finding the property a notice that he/she may claim ownership of the property. The chief of police shall determine what portion, if any, of the property or its value shall be given the finder. This provision shall not apply to any city employee finding property in the regular course of his/her employment.
 - 3. *Payment to City Treasury.* All sums received from the sale of property under this section shall be paid to the city treasury.

(Prior Code, § 3-4-2; Code 1998, § 3.12.020)



THE CITY OF

OSHKOSH
WISCONSIN**PERMIT APPLICATION FOR URBAN KEEPING OF CHICKENS**

(Please Print)

DARREN MAYNARD

Name

320 JACKSON AVE

Address

OMRO

City

WI

State

54963

Zip Code

920-203-7952

Telephone

autnnc2000@gmail.com

Email

For Office Use Only:

☒ Original ☐ RenewalPlanning Commission
Approval? _____

Building Permit # _____

Compliance with the WI

~~Homebased Import Rpt?~~

Livestock Registration _____

Landlord Agreement

Received? (if applicable) N/ATotal Fee Paid: \$ 55.00Date Paid: 6/23/2026~~Permit~~ Permit # _____Property Owner Status (Please check one): ☒ Own ☐ Rent

If renting property, please provide written consent from landlord with permit application, as well as landlord agreement for maintenance and disposition if applicant vacates property.

Have you obtained the State of Wisconsin Home Premises Livestock Registration? ☒ Yes ☐ No

If no, this must be obtained before applying for this permit. If yes, please provide a copy of the registration.

How many chickens/hens will you keep? 6**Reminders:**

- ◆ No roosters
- ◆ No free range chickens
- ◆ No selling of eggs or chickens
- ◆ No more than six (6) hens shall be allowed for each primary residential structure on the property.
- ◆ Keeping of chickens only allowed in R-1 Single Family Residential and R-2 Duplex zoning districts
- ◆ Permit is non-transferable to another person and does not attach to the property



Chicken Coop/Run Permit Application

Permit # _____

Parcel #265- _____

Owner's Name DARREN MAYNARD Phone 920-203-7952

Project Address 320 JACKSON AVE

Contractor's Name & Address MYSELF

Contractor's Phone 920-203-7952 Project Cost \$400.⁰⁰

Application Must Include:

Copy of approved City of Omro permit for Urban Keeping of Chickens

Plot plan indicating entire lot, locations and measurements of buildings and setbacks

Plot plan indicating location, size, and construction material of proposed coop/run

Setback Requirements for Coop/Run Include:

Must be placed in rear yard (no side yards)

Must be ten (10) feet from owner's home and five (5) feet from side and rear lot line

Must be twenty-five (25) feet from neighboring structure

Coop Specifications:

Coop shall not exceed five (5) feet by ten (10) feet in size (fifty (50) square feet)

Coop must have a hard floor. No grass or dirt floors allowed.

Run must be a minimum of ten (10) feet per chicken, or a maximum of forty (40) square feet

***SEE ATTACHED ORDINANCE FOR FURTHER DETAILS ON COOP/RUN REQUIREMENTS.**

***MUST COMPLY WITH ORDINANCE PERTAINING TO ACCESSORY STRUCTURES.**

Possess and post building permit prior to beginning construction. Work shall comply with all applicable codes.

Owner/Contractor (Print & Sign) DARREN MAYNARD  Date 3-12-2026

Total Fees \$ 115.⁰⁰ Payable to: City of Omro, 205 S Webster Ave., PO Box 399, Omro, WI 54963

Zoning Review: \$40.⁰⁰

FOR OFFICE USE ONLY

____ Final Inspection Required

Inspector _____ Date _____

----- Forwarded message -----

From: **WLIC Premises Renewals** <info@wiid.org>

Date: Tue, Jun 16, 2026, 4:48 PM

Subject: A Copy of your Submitted Premises ID Registration/Renewal Application

To: <nutnnic2000@gmail.com>

Thank you for submitting an online Premises ID Registration/Renewal Application. Your application will be processed within 3 business days. For faster service, please call 888-808-1910 between 8am-4pm (weekdays).

If you have recently sold or moved from a previously registered premises, please complete this simple form so we can continue to update your records: <https://wiid.org/premises-sold-or-no-longer-has-livestock/>

If you notice any errors on submitted application below, please reply to this email with the requested corrections.</p>



Are you registering location or renewing an existing Premises ID?

Renewal

Premises ID

OOEVERP

REGISTRANT INFORMATION

Registrant's Name or Legal Name of Business (or other legal entity)

Darren S Maynard Mr

Registrant's Other Names

Registrant is not referred to using any other names, trade names, maiden names, or DBA names.

Registrant's Phone Number

9202037952

The above phone number is a:

Cell phone number

Registrant's Email

nutnnic2000@gmail.com

Registrant's Mailing Address

[320 Jackson Ave](#)
[Omro, Wisconsin 54963](#)

[United States](#)
[Map It](#)

Premises Address County

Winnebago

Registrant Type

Individual

LIVESTOCK PREMISES INFORMATION

Premises Description (Ex. "milking barn," "chicken coop behind residence," "pasture.")

Chicken Coop behind residence

Livestock Premises Type: Most registrants should select "Farm or Production Unit," including people who show livestock or are registering domesticated backyard birds.

Farm or Production Unit

Types of livestock or livestock carcasses currently on premises or anticipated to be on the premises within the next year.

- Poultry (includes domesticated fowl like chickens, turkeys, geese, ducks, guinea fowl, squab, ratites like rheas, ostriches, emus, cassowaries, kiwi and captive game birds like pheasants, quail, wild turkeys, migratory wildfowl, pigeons, and exotic birds raised for hunting, which are raised in captivity)

Is your mailing address the same as your livestock's address?

Yes

CONTACT INFORMATION

Are you, the registrant, also the primary contact for matters regarding the livestock?

Yes.

Would you like to add an alternate contact person?

No

ADDITIONAL LIVESTOCK PREMISES LOCATIONS

Additional Livestock Location #1: Do you keep livestock at any other locations in Wisconsin?

No.

SearchPrem PremID

<https://wlic.tracefirst.com/holdings?search=QOEVERP>

SearchPrem MailingAddr is PremAddr

<https://wlic.tracefirst.com/holdings?search=320> Jackson Ave+Wisconsin

SearchPerson RegPhone1

<https://wlic.tracefirst.com/people?search=9202037952>



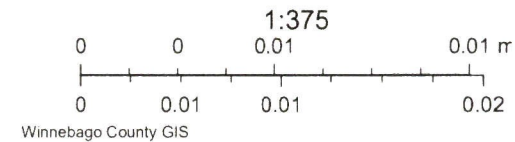
6/22/2026, 3:09:29 PM

- Adjacent Counties
- Lakes, Ponds and Rivers
- Navigable Waterways
- Navigable - Permanent (unchecked)

- Navigable - Intermittent (unchecked)
- Navigable - Stream (unchecked)
- Navigable - Permanent (checked)
- Navigable - Intermittent (checked)

- Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW

- 2025 Air Photo
- Red: Band_1
- Green: Band_2
- Blue: Band_3



CITY OF OMRO
205 S WEBSTER AVE, P O BOX 399 OMRO, WI. 54963

June 23, 2026 Tuesday 8:27 am

Register #: 000

Receipt #: 81408

By: JAMIE

Terminal ID: T03

I.D. Number

Amount Paid

URBAN	URBAN KEEPING CHICK.& BEE FEE	55.00
Cmt: 6 CHICKENS NO ROOSTERS		
ZONE	ZONING/PLAT REVIEWS	60.00
Cmt: ZONING REVIEW FOR CHICKEN PERMIT AND COOP		
CCFEE	CREDIT CARD FEES	5.10
Cmt: 3% CREDIT CARD TRANSACTION FEE		
BLDG	BUILDING PERMITS	55.00
Cmt: COOP AND RUN PERMIT FOR CHICKENS		

<u>Check #</u>	<u>Check Amount</u>
	.00

<u>Cash</u>
175.10

<u>Amt Tendered</u>
175.10

<u>Total Paid</u>
175.10

<u>Change</u>
.00

Paid By.: MAYNARD

CITY OF OMRO

Planning Commission Memorandum

To: City of Omro Planning Commission

From: Barbara J. Van Clake, WCMC, MMC, City Clerk/Deputy Treasurer

Date: August 11, 2026

Subject: Certified Survey Map – Jeff and Marie Willis – 734 Tyler Avenue

Background

Jeffrey M. Willis and Marie A. Willis have submitted a Certified Survey Map (CSM) for Planning Commission review and recommendation. The proposed Certified Survey Map combines Lots 15, 16, 47, and 48 of the Fairmont Heights Addition (734 Tyler Avenue) to the City of Omro into a single lot. The property is located within the block bounded by Tyler Avenue to the west, Jackson Avenue to the east, and E. Scott Street to the south. The property is zoned R-1 Single-Family Residential. The existing single-family residence and detached garage are located on the property.

The survey was prepared by Martenson & Eisele, Inc. and certified by Darryl S. Lehman, PLS No. 3255, on July 24, 2026.

Proposal

The Certified Survey Map proposes to:

- Combine Lots 15, 16, 47, and 48 into one lot.
- Create a single parcel containing approximately 23,994 square feet (0.551 acres).
- Retain the existing single-family residence and detached garage.
- Eliminate the interior lot lines between the four existing platted lots while maintaining the property's frontage on Tyler Avenue, Jackson Avenue, and E. Scott Street.

No new lots are being created, and no additional public streets or public improvements are proposed.

Staff Review

Staff has reviewed the Certified Survey Map for administrative completeness and finds the application to be complete. The property is zoned R-1 Single-Family Residential. The proposed Certified Survey Map combines four existing platted lots into one parcel containing approximately 23,994 square feet (0.551 acres). The resulting parcel substantially exceeds the minimum dimensional requirements of the R-1 Single-Family Residential District, including the required minimum lot area of 6,000 square feet and minimum lot frontage of 60 feet. The survey includes the required legal description, monumentation, surveyor's certificate, owner's certificate, Common Council approval certificate, and Treasurer's certificate. The surveyor certifies that the Certified Survey Map complies with Chapter 236, Wisconsin Statutes, and the City of Omro Municipal Code for subdivisions.

Subdivision Ordinances.

Staff further notes that the proposed lot consolidation will eliminate an existing interior lot line that currently runs through the middle of the residential property. Consolidating the four lots into a single legal parcel creates one conforming residential lot and resolves a condition that would otherwise prevent the issuance of a building permit for future improvements. Approval and recording of the Certified Survey Map are necessary before a building permit may be issued for the proposed project.

Planning Considerations

Staff has reviewed the proposed Certified Survey Map and finds that:

- The property is zoned R-1 Single-Family Residential, and the proposed lot complies with all applicable minimum lot area and frontage requirements.
- The resulting parcel exceeds the City's minimum zoning requirements for both lot area and lot frontage.
- No additional residential lots are being created.
- No increase in residential density is proposed.
- No new public streets or municipal infrastructure improvements are required.
- The existing residence and detached garage will remain on one unified legal parcel.
- The Certified Survey Map eliminates an interior lot line that currently bisects the residential property, resulting in a more practical and legally conforming lot configuration.
- Consolidation of the lots will facilitate future improvements by allowing the issuance of a building permit while simplifying future property administration and ownership records.

Staff has identified no planning or zoning concerns with the proposed Certified Survey Map.

Recommendation

Based upon the submitted materials and staff review, it is recommended that the Planning Commission recommend approval of the Certified Survey Map submitted by Jeffrey M. Willis and Marie A. Willis combining Lots 15, 16, 47, and 48 of the Fairmont Heights Addition into one lot based upon the following findings:

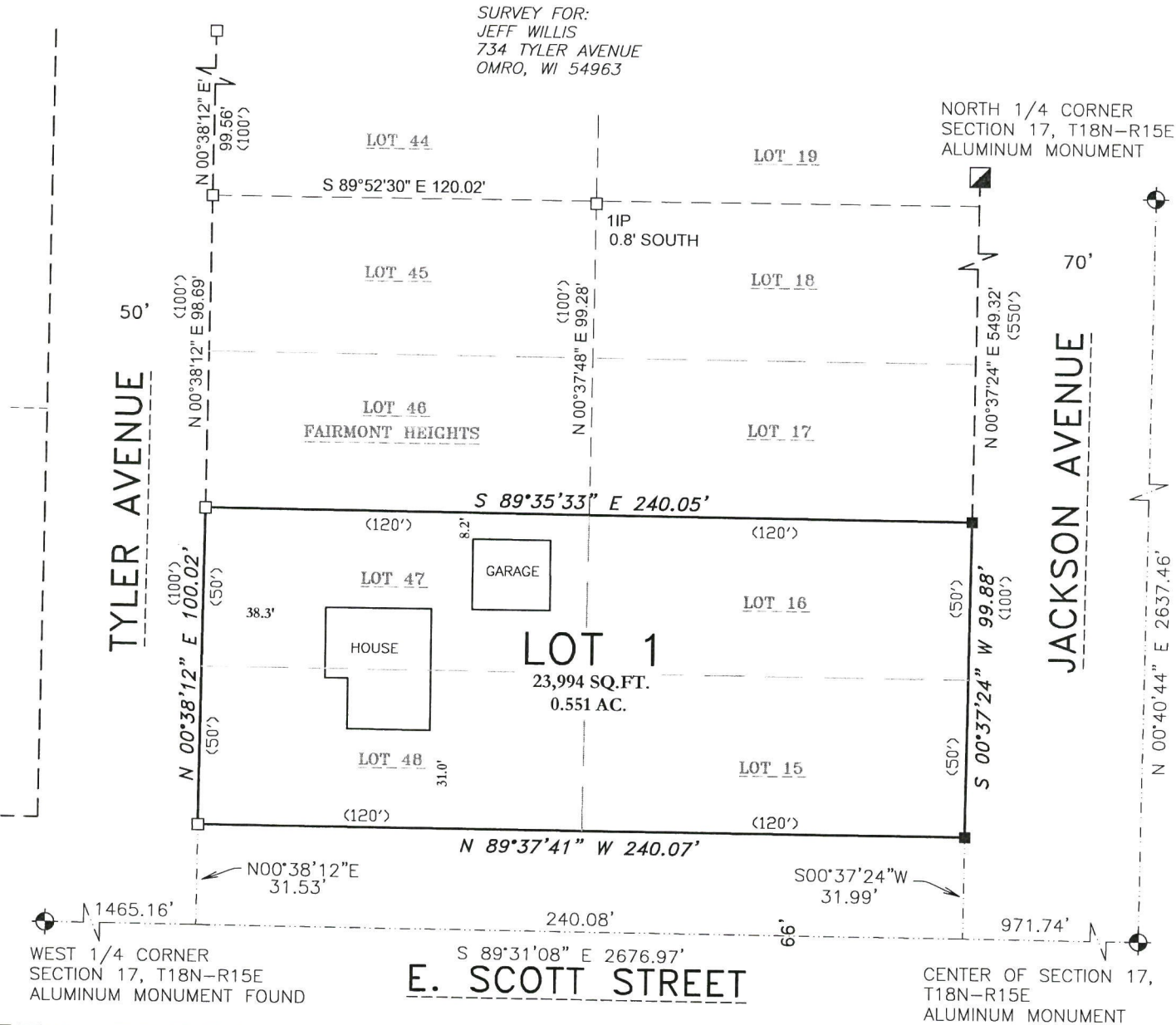
1. The property is zoned R-1 Single-Family Residential, and the resulting parcel complies with and exceeds the minimum zoning requirements for lot area and frontage.
2. The Certified Survey Map complies with Chapter 236, Wisconsin Statutes, and the City of Omro Municipal Code.
3. The proposed lot consolidation eliminates an interior lot line that currently divides the residential property, creating one conforming residential parcel.
4. Approval of the Certified Survey Map is necessary to allow the issuance of a building permit for future improvements.
5. The proposal does not create additional lots, increase residential density, or require additional public infrastructure.
6. The Treasurer certifies there are no unpaid taxes or special assessments prior to recording, and the Common Council grants final approval of the Certified Survey Map.

Recommended Motion

Motion: Recommend approval of the Certified Survey Map submitted by Jeffrey M. Willis and Marie A. Willis of 734 Tyler Avenue combining Lots 15, 16, 47, and 48 of the Fairmont Heights Addition into one lot, finding that the proposed Certified Survey Map complies with Chapter 236, Wisconsin Statutes, the City of Omro Municipal Code, and the requirements of the R-1 Single-Family Residential District, and forward the Certified Survey Map to the Common Council for final approval and recording.

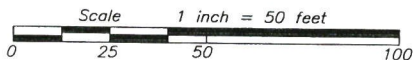
CERTIFIED SURVEY MAP NO. _____

LOT 15, LOT 16, LOT 47, AND LOT 48, "FAIRMONT HEIGHTS ADDITION TO THE VILLAGE OF OMRO", BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, TOWNSHIP 18 NORTH, RANGE 15 EAST, CITY OF OMRO, WINNEBAGO COUNTY, WISCONSIN.

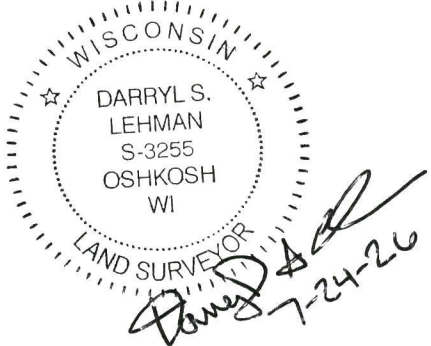


LEGEND

- 1-1/4" O.D. IRON PIPE SET, 18" LONG, WEIGHING 1.130 LBS. PER LIN. FOOT
- 1-1/4" O.D. IRON PIPE FOUND
- ▣ 2" O.D. IRON PIPE FOUND
- ⊙ GOVERNMENT CORNER FOUND
- () RECORDED AS



BEARINGS ARE REFERENCED TO THE WINNEBAGO COUNTY COORDINATE SYSTEM OF NAD83(1997) IN WHICH THE SOUTH LINE OF THE NORTHWEST 1/4, OF SECTION 17, BEARS S89°31'08"E



Martenson & Eisele, Inc.



101 West Main Street
Omro, WI 54963
www.martenson-eisele.com
P 920.685.6240

Planning
Environmental
Surveying
Engineering
Architecture

PROJECT NO. 0-3096-001
FILE 3096001csm SHEET 1 OF 3
This instrument was drafted by: DSL

Certified Survey Map

LOT 15, LOT 16, LOT 47, AND LOT 48, "FAIRMONT HEIGHTS ADDITION TO THE VILLAGE OF OMRO", BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 17, TOWNSHIP 18 NORTH, RANGE 15 EAST, CITY OF OMRO, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Darryl S. Lehman, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped, at the direction of Jeff Willis, Lot 15, Lot 16, Lot 47, and Lot 48, "Fairmont Heights Addition to the Village of Omro", being part of the Southeast 1/4 of the Northwest 1/4 of Section 17, Township 18 North, Range 15 East, City of Omro, Winnebago County, Wisconsin, described as follows:

Commencing at the West 1/4 corner of said Section 17; thence South 89 degrees 31 minutes 41 seconds East 1465.16 feet, along the South line of the said Northwest 1/4; thence North 00 degrees 38 minutes 12 seconds East 31.53 feet, to the point of beginning; thence North 00 degrees 38 minutes 12 seconds East 100.02 feet, along the East right-of-way line of Tyler Avenue; thence South 89 degrees 35 minutes 33 seconds East 240.05 feet, along the North line of said Lot 47 and Lot 16; thence South 00 degrees 37 minutes 24 seconds West 99.88 feet, along the West right-of-way line of Jackson Avenue; thence North 89 degrees 37 minutes 41 seconds West 240.07 feet, along the North right-of-way line of E. Scott Street, to the point of beginning.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same and the City of Omro Subdivision Ordinances.

This map is a correct representation of all of the exterior boundaries of land surveyed and the division thereof.

Given under my hand this 24th day of July, 2026.

Darryl S. Lehman, PLS-3255



This CSM is contained wholly within the property described in the following recorded instruments:

Owner(s) of record	Document(s)	Parcel Number(s)
Jeffrey M. Willis	1201277	265114302
Marie A. Willis		2651122

OWNERS CERTIFICATE:

Jeffrey M. Willis Date

Marie A. Willis
Date _____

My Commission Expires _____

Resolved, this minor Subdivision in the City of Omro, is hereby approved by the Common Council on this _____ day of _____, 2026.

Mayor	Date	Clerk	Date
-------	------	-------	------

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

City Treasurer _____ Date _____



CITY OF OMRO
205 S WEBSTER AVE, P O BOX 399 OMRO, WI. 54963

July 30, 2026 Thursday 7:58 am	Register #: 000	Receipt #: 82104
By: BARB	Terminal ID: T2	

I.D. Number	Amount Paid
-------------	-------------

ZONE	ZONING/PLAT REVIEWS	100.00
Cmt: Certified Survey Map Application		

<u>Check #</u>	<u>Check Amount</u>	<u>Cash</u>	<u>Amt Tendered</u>	<u>Total Paid</u>	<u>Change</u>
018464	100.00	.00	100.00	100.00	.00

Paid By.: Jeff Willis

CITY OF OMRO

Memorandum

To: Planning Commission

From: Barbara J. Van Clarke, MMC, WCPC, City Clerk/Deputy Treasurer

Date: August 11, 2026

Subject: History of the Proposed Cargo Containers, Shipping Containers, Portable Storage Units, Storage Trailers, Temporary Storage Units, and Outdoor Storage Ordinance

Background

Over the past several months, the Planning Commission has undertaken a comprehensive review of proposed zoning regulations governing cargo containers, shipping containers, portable storage units, storage trailers, temporary storage units, and outdoor storage within the City of Omro. The purpose of the proposed ordinance is to establish clear, consistent standards that balance the operational needs of residents and businesses with the City's goals of protecting neighborhood character, promoting public safety, preserving property values, and providing predictable zoning regulations.

The ordinance creates two new sections within the City's Zoning Code:

- Section 17.74 – Cargo Containers, Shipping Containers, Portable Storage Units, Storage Trailers, and Temporary Storage Units
- Section 17.75 – Outdoor Storage Regulations

Staff initiated this ordinance after identifying that the current Municipal Code provides limited direction regarding the placement, duration, appearance, and regulation of these structures. As their use has become increasingly common throughout the community, the absence of clear standards has resulted in inconsistent interpretation and enforcement. The proposed ordinance is intended to provide uniform regulations that are understandable to property owners, developers, businesses, contractors, and City staff.

Planning Commission Review History

Initial Development

Staff prepared the initial draft after researching ordinances from numerous Wisconsin municipalities and reviewing the City's existing zoning regulations. The proposed ordinance was designed to:

- Protect neighborhood appearance and community character.
- Prevent visual blight.
- Establish reasonable temporary storage opportunities.
- Distinguish temporary storage from permanent accessory structures.
- Regulate commercial and industrial storage practices.
- Provide consistent permitting and enforcement procedures.
- Address outdoor storage in all zoning districts.

June 9, 2026 Planning Commission Meeting

The Planning Commission conducted its first detailed review of the proposed ordinance.

Definitions

Commission members reviewed proposed definitions for:

- Cargo Containers
- Shipping Containers
- Portable Storage Units
- Construction Storage Containers
- Storage Trailers
- Semi-Trailer Storage Units

Several members requested clarification of the terminology to ensure each type of structure would be regulated appropriately and consistently.

Residential District Regulations

The Commission discussed:

- Allowing portable storage units for moving and remodeling projects.
- Temporary placement time limits.
- Administrative extensions.
- Placement within required setbacks.
- Prohibiting permanent shipping containers in residential zoning districts.
- Restrictions on trailers and semi-trailers.

Questions were also raised regarding recreational trailers, utility trailers, boat trailers, ATV trailers, and snowmobile trailers and whether they should be included or exempted under the ordinance.

Construction Site Containers

Commission members discussed allowing temporary construction containers during active construction while requiring their removal shortly after completion of the project or expiration of the building permit.

The Commission agreed that construction projects require flexibility while ensuring temporary structures do not become permanent storage facilities.

Commercial District Regulations

The Commission reviewed standards addressing:

- Temporary portable storage units.
- Screening requirements.
- Placement behind principal buildings whenever practicable.
- Permit requirements.
- Long-term storage through Conditional Use Permits.

Industrial District Regulations

Industrial regulations generated significant discussion.

Topics included:

- Allowing shipping containers as accessory storage.
- Limiting stacking height.
- Screening requirements.
- Exterior maintenance.
- Industrial park compatibility.

Several members expressed support for limiting stacking to a single container rather than allowing multiple containers to be stacked vertically.

Storage Trailer Regulations

Commission members discussed distinguishing between trailers actively used in business operations and trailers that are simply stored indefinitely.

Additional clarification was requested before final adoption.

Design Standards

The Commission reviewed standards regarding:

- Rust and deterioration.
- Exterior appearance.
- Graffiti removal.
- Advertising displayed on containers.
- Screening requirements.
- General maintenance.

Permit Requirements

Discussion included permit requirements for:

- Temporary storage units.
- Commercial storage.
- Construction containers.
- Administrative review procedures.

Existing Nonconforming Containers

The Commission reviewed proposed language allowing existing nonconforming containers a specified compliance period after adoption of the ordinance.

Outdoor Storage

The Commission also reviewed the proposed Outdoor Storage regulations governing residential, commercial, and industrial zoning districts.

Topics included:

- Screening requirements.
- Front yard storage restrictions.
- Visibility from public streets.
- Maintenance standards.
- Storage of equipment and materials.

Direction to Staff

After extensive discussion, the Planning Commission concluded that additional revisions were necessary. Staff was directed to revise the ordinance to reflect Commission comments and return with an updated draft for further review. No formal action was taken.

July 14, 2026 Planning Commission Meeting

Staff presented a revised draft incorporating comments received during the June meeting.

Staff advised the Commission that additional review was still underway to ensure:

- Proper ordinance formatting.
- Consistency throughout the Municipal Code.
- Compatibility with existing zoning provisions.
- Administrative workability.

The Commission discussed the overall purpose and long-term implementation of the ordinance.

Topics included:

- Clearly regulating shipping containers.
- Distinguishing temporary storage from permanent accessory buildings.
- Eliminating ambiguity within the Municipal Code.
- Providing predictable standards for residents, businesses, contractors, and City staff.

Commission Member David Weiss expressed concern that the ordinance might unintentionally discourage buildings constructed from shipping containers.

Staff clarified that the ordinance is not intended to prohibit structures constructed from shipping containers where otherwise permitted by applicable zoning, building, and construction codes. Instead, the ordinance regulates containers used primarily for storage and requires any container incorporated into a building to comply with all applicable building, zoning, architectural, and safety requirements.

Additional discussion addressed:

- Neighborhood aesthetics.
- Temporary versus permanent storage.
- Permit administration.
- Enforcement procedures.

- Screening standards.
- Property maintenance.

Due to the length and complexity of the ordinance, the Commission agreed additional review would be beneficial before making a recommendation to the Common Council.

The ordinance was continued for further discussion at a future Planning Commission meeting.

Current Status

Since the July meeting, staff has continued reviewing and refining the ordinance to ensure consistency with the remainder of the Municipal Code and to incorporate Planning Commission direction.

The proposed ordinance now provides comprehensive regulations addressing:

- Residential uses.
- Commercial uses.
- Industrial uses.
- Temporary storage.
- Construction storage.
- Shipping containers.
- Portable storage units.
- Storage trailers.
- Outdoor storage.
- Screening requirements.
- Permit procedures.
- Nonconforming structures.
- Enforcement procedures.

The revised ordinance is now presented for final Planning Commission review and consideration.

Discussion Items

Staff recommends the Planning Commission consider the following questions during its review:

1. Does the ordinance appropriately balance private property rights with community appearance?
2. Are the proposed time limitations for temporary storage reasonable?
3. Are permit requirements appropriate and practical?
4. Are the screening standards adequate?
5. Does the ordinance clearly distinguish between temporary storage units, accessory structures, and permanent buildings?
6. Are industrial standards appropriate while still allowing flexibility for business operations?
7. Have all previous Planning Commission comments been satisfactorily addressed?

Staff Recommendation

Staff recommends that the Planning Commission complete its review of the proposed ordinance, consider any final revisions discussed during the meeting, and recommend approval of the ordinance to the Common Council for adoption.

Recommended Motion

Motion:

"I move to recommend approval of the proposed ordinance creating Section 17.74, 'Cargo Containers, Shipping Containers, Portable Storage Units, Storage Trailers, and Temporary Storage Units,' and Section 17.75, 'Outdoor Storage Regulations,' of the City of Omro Municipal Code, as amended by the Planning Commission, and to forward the ordinance to the Common Council with a recommendation for adoption."

If approved, the motion will recommend that the Common Council consider adoption of the ordinance at a future meeting following its review of the Planning Commission's recommendation.

ORD: -C#514 An Ordinance Creating Sections 17.74 Cargo Containers, Shipping Containers, Portable Storage Units, Storage Trailers, and Temporary Storage Units and 17.75 Outdoor Storage Regulations for the City of Omro

Sec. 17.74 Cargo Containers, Shipping Containers, Portable Storage Units, Storage Trailers, and Temporary Storage Units.

17.74.010 Purpose and intent.

A. The purpose of this section is to regulate the placement, use, and duration of cargo containers, shipping containers, portable storage units, storage trailers, and similar temporary storage structures within the City.

B. These regulations are intended to:

1. Protect neighborhood character and aesthetics.
2. Prevent visual blight and nuisance conditions.
3. Ensure compatibility with surrounding land uses.
4. Maintain public safety and accessibility.
5. Provide reasonable temporary storage options for residents and businesses.
6. Prevent the long-term use of shipping containers, trailers, and other temporary structures as permanent buildings where such use is inconsistent with zoning district regulations.

C. These regulations are adopted pursuant to the City's zoning authority and shall be administered in conjunction with other provisions of this Code including nuisance, property maintenance, and accessory structure regulations.

17.74.020 Definitions.

For the purposes of this section, the following definitions shall apply.

A. Cargo container or shipping container means a prefabricated metal container originally designed for the transportation of goods by ship, rail, or truck, typically eight (8) feet in width and eight (8) to nine (9) feet in height.

B. Portable storage unit means a transportable container designed for temporary storage of household goods or business property that is delivered and removed by a commercial provider.

C. Temporary storage unit means any portable container, trailer, storage pod, or similar structure used for short-term storage of personal or business property.

D. Construction storage container means a cargo container or storage unit placed on a property for the storage of construction materials and equipment during active construction.

E. Storage trailer means any trailer, semi-trailer, truck body, or freight container used for stationary storage of goods.

F. Semi-trailer storage unit means a trailer originally designed for over-the-road freight transport that is detached from a tractor and used for storage purposes.

17.74.030 General regulations.

A. Except as specifically authorized in this section, cargo containers, shipping containers, portable storage units, and storage trailers shall not be used as permanent accessory structures.

B. Containers or trailers shall not be used for residential occupancy.

C. Containers shall not be connected to utilities unless approved through applicable building permit and zoning review.

D. Containers shall comply with applicable:

1. Zoning district regulations.
2. Yard setback requirements.

3. Fire safety requirements.
4. Property maintenance standards.
5. Nuisance regulations of this Code.

17.74.040 Temporary residential use.

- A. Portable storage units may be placed on residential property for the purpose of moving, remodeling, or temporary storage.
- B. The following standards shall apply.
 1. Maximum duration shall be thirty (30) consecutive days.
 2. One extension of up to thirty (30) additional days may be granted by the zoning administrator upon written request.
 3. No more than one (1) portable storage unit shall be permitted per property at any time.
 4. The unit shall be placed on a driveway or other improved surface whenever practicable.
 5. Units shall not be placed within the public right-of-way unless authorized by the City.
 6. Units shall not obstruct sidewalks, driveways, fire hydrants, utilities, or traffic visibility.

17.74.050 Construction site containers.

- A. Cargo containers, portable storage units, or storage trailers may be placed on properties with an active building permit.
- B. The following regulations shall apply.
 1. Containers shall only be permitted during active construction.
 2. Containers shall be removed within fourteen (14) days after completion of construction or expiration of the building permit.
 3. No more than two (2) containers shall be permitted per construction site unless otherwise approved by the zoning administrator.
 4. Containers shall not interfere with required setbacks, fire lanes, or traffic visibility where practicable.

17.74.060 Residential zoning districts.

- A. The following regulations apply within residential zoning districts including R-1, R-2, R-3, and R-4.
- B. Cargo containers and shipping containers shall not be permitted as permanent accessory structures.
- C. Portable storage units may be permitted only as provided in Section 17.74.040.
- D. Storage trailers and semi-trailers shall not be permitted.
- E. Containers shall not be located within the public right-of-way without authorization from the City.
- F. No temporary storage unit shall remain on a residential property for more than sixty (60) total days within any twelve-month period.

17.74.070 Commercial zoning districts.

- A. The following regulations apply within commercial zoning districts including C-1 and C-2.
- B. Cargo containers and portable storage units may be permitted as temporary storage subject to approval by the zoning administrator.
- C. The maximum permit duration shall be ninety (90) days unless otherwise approved.
- D. Containers shall be located behind the principal building whenever practicable.
- E. Containers visible from public streets or adjacent residential properties may be required to be screened by fencing, landscaping, or building placement.
- F. Permanent use of cargo containers for storage shall require approval of a conditional use permit.

17.74.080 Industrial zoning districts.

- A. The following regulations apply within industrial zoning districts including I-1 and I-2.
- B. Cargo containers, shipping containers, and storage trailers may be permitted as accessory storage structures.
- C. Containers shall comply with applicable yard setback requirements.
- D. Containers shall be located in side or rear yards where practicable.
- E. Containers may be stacked to a maximum height of two (2) containers unless otherwise approved through site plan review.
- F. Containers shall not be used for residential occupancy.
- G. Containers shall be maintained in good condition and free from excessive rust, deterioration, or structural damage.
- H. Where property located within an industrial zoning district is subject to recorded covenants administered by the Omro Area Development Corporation, including industrial park covenants, the placement and appearance of cargo containers, storage trailers, or other storage structures shall comply with such covenants.
- I. In the event of a conflict between this section and applicable Omro Area Development Corporation covenants, the more restrictive provision shall apply.

17.74.085 Storage trailers and semi-trailers used for stationary storage.

- A. The purpose of this section is to regulate the use of semi-trailers and similar equipment when used for stationary storage.
- B. Storage trailers shall not be permitted in residential zoning districts.
- C. In commercial districts, storage trailers may be permitted on a temporary basis subject to the following:
 - 1. Maximum duration shall be ninety (90) days unless otherwise approved.
 - 2. No more than two (2) trailers shall be permitted on a property at any one time unless approved through site plan review.
 - 3. Trailers shall be located behind the principal building where practicable.
 - 4. Trailers shall not obstruct required parking areas, fire lanes, or access drives.
- D. Storage trailers are permitted in industrial districts subject to compliance with yard setbacks and access requirements.

17.74.090 Design and appearance standards.

- A. Containers shall be maintained in good repair and free from excessive rust, structural damage, or graffiti.
- B. Containers visible from public streets or residential properties may be required to be painted in neutral or subdued colors.
- C. Screening or fencing may be required where containers are visible from public streets or adjacent residential properties.
- D. Containers shall not display advertising except for company identification.

17.74.100 Permit requirements.

- A. A temporary storage permit may be required for:
 - 1. Portable storage units exceeding fourteen (14) days.
 - 2. Cargo containers located in commercial districts.
 - 3. Construction storage containers.
 - 4. Storage trailers used for stationary storage.
- B. Permit applications shall include:

1. Location of the container on the property.
2. Container dimensions.
3. Requested duration of placement.
4. Property owner authorization.

17.74.110 Enforcement.

- A. The zoning administrator or other authorized City official may enforce the provisions of this section.
- B. Violations shall be subject to enforcement procedures and penalties as provided in Chapter 1 of this Code.
- C. Containers placed in violation of this section may be ordered removed.

17.74.120 Nonconforming containers.

- A. Any cargo container, shipping container, portable storage unit, or storage trailer existing in violation of this section on the effective date of this ordinance shall be removed or brought into compliance within one hundred eighty (180) days unless otherwise approved by the City.

Sec. 17.75 Outdoor Storage Regulations.

17.75.010 Purpose.

- A. The purpose of this section is to regulate outdoor storage in order to protect public health, safety, property values, and neighborhood appearance.
- B. Outdoor storage shall be conducted in a manner compatible with surrounding land uses.

17.75.020 Applicability.

- A. The provisions of this section apply to all zoning districts within the City.
- B. These regulations apply to outdoor storage of:
 1. Materials
 2. Equipment
 3. Merchandise
 4. Construction materials
 5. Vehicles or trailers not otherwise regulated.

17.75.030 General standards.

- A. Outdoor storage shall not occur within required front yards unless specifically permitted.
- B. Outdoor storage areas shall be maintained in an orderly and safe condition.
- C. Stored materials shall not create fire hazards, public safety hazards, or nuisance conditions.
- D. Outdoor storage shall comply with applicable fire, building, and environmental regulations.

17.75.040 Residential districts.

- A. Outdoor storage in residential districts shall be limited to customary residential uses.
- B. Permitted storage includes:
 1. Lawn and garden equipment
 2. Firewood
 3. Recreational equipment
- C. The following are prohibited:
 1. Storage of commercial materials or equipment

2. Storage of construction materials unrelated to active construction
3. Storage of inoperable vehicles

17.75.050 Commercial districts.

- A. Outdoor storage may be permitted as an accessory use.
- B. Storage areas shall:
 1. Be located behind the principal building where practicable.
 2. Be screened if visible from public streets or residential properties.
 3. Maintain orderly storage of materials.

17.75.060 Industrial districts.

- A. Outdoor storage is permitted as an accessory use.
- B. Storage areas shall not obstruct fire lanes or access drives.
- C. Materials shall be stored in an orderly and secure manner.
- D. Storage visible from residential districts may be required to be screened.

17.75.070 Screening.

- A. Screening may be required for outdoor storage areas visible from:
 1. Public streets
 2. Residential zoning districts
- B. Screening may include fencing, landscaping, walls, or building placement.

17.75.080 Enforcement.

- A. The zoning administrator may enforce the provisions of this section.
- B. Violations shall be subject to enforcement procedures and penalties provided in Chapter 1 of this Code.

Proposed Changes in Municipal code

From Andrew Johnson <ajohnson@omro-wi.com>

Date Mon 7/6/2026 12:19 PM

To Barb Van Clake <bvanclake@omro-wi.com>

Barb,

As discussed a while ago, I would like to propose changing the municipal code on what requires a building permit for accessory structures.

Currently the code section 17.08.030 (O) 1. States uses not requiring a building permit to be structures under 16sqft.

I am proposing we update this to structures under 99 sqft.

Currently the Village of Winneconne is set at 200 sqft,

The Town of Omro is 100sqft

The Town of Poygan - 100sqft

Town of Oshkosh - 100sqft

Town of Utica - 100sqft

Winnebago county zoning

This would still be up to discussion on what the zoning would require for structures under this size but would reduce the requirement for building permits on some of the prebuilt sheds that are just being delivered.

Please let me know if you have any questions.

Thanks

Andrew Johnson

920-410-6677

CITY OF OMRO
Planning Commission Agenda Memorandum

To: City of Omro Planning Commission

From: Barbara J. Van Clarke, WCMC, MMC, City Clerk/Deputy Treasurer

Date: August 11, 2026

Subject: Discussion of Potential Municipal Code Amendment – Accessory Structures Under 100 Square Feet

Background

The City has received a request from Building Inspector Andrew Johnson to consider amending the City's zoning regulations regarding accessory structures that require a building permit. Mr. Johnson noted that the current municipal code, Section 17.08.030(O)(1), exempts only accessory structures under **16 square feet** from requiring a building permit and proposed increasing that threshold to **99 square feet**. He also provided examples of neighboring jurisdictions that have adopted larger exempt sizes, including several at 100 square feet and one at 200 square feet.

The proposal recognizes that many prefabricated storage sheds are delivered to properties without construction occurring on-site and that requiring a building permit for every small accessory structure may create unnecessary administrative burdens. However, increasing the exemption threshold raises several planning and zoning considerations beyond simply eliminating the building permit requirement.

Discussion

While exempting structures under 100 square feet from building permit requirements may reduce administrative workload for both property owners and the Building Inspector, the Planning Commission should also consider whether these structures should continue to be regulated and documented as accessory structures for zoning purposes.

Even small accessory buildings can affect:

- Property setbacks.
- Maximum lot coverage calculations.
- Required separation distances between structures.
- Easements and utility corridors.
- Drainage patterns.
- Visibility at street intersections.
- Future zoning compliance.
- Property assessment records.

Without some form of municipal review or registration, the City could lose the ability to accurately document the existence and location of these structures. Over time this may create difficulties when:

- Investigating zoning complaints.
- Reviewing future building permits.
- Verifying compliance with lot coverage limits.
- Administering property maintenance cases.
- Responding to insurance or legal inquiries.
- Updating assessment records.

Policy Considerations

If the Planning Commission wishes to recommend increasing the permit exemption threshold, staff recommends discussing whether an alternative review process should still apply to accessory structures under 100 square feet.

Possible options include:

1. **Continue Current Requirement**

- Maintain the existing building permit requirement for all accessory structures over 16 square feet.

2. **Building Permit Exemption with Zoning Registration**

- No building permit required.
- Property owner submits a simple zoning registration identifying:
 - Property address.
 - Proposed structure dimensions.
 - Site sketch showing setbacks.
 - Intended use.
- Staff verifies zoning compliance before placement.

3. **Administrative Zoning Permit**

- Create a low-cost zoning permit specifically for accessory structures under 100 square feet.
- Review limited to zoning requirements without requiring construction plan review.

4. **Notification Only**

- Require the owner to notify the City prior to installation.
- Maintain a GIS or property file record for future reference.

Issues for Planning Commission Consideration

If the ordinance is amended, staff recommends considering whether the municipal code should address the following:

- Definition of an accessory structure.
- Maximum size eligible for exemption.
- Number of exempt accessory structures allowed per lot.
- Required setbacks from side, rear, and street property lines.
- Separation from principal buildings and other accessory structures.
- Placement within drainage easements or utility easements.
- Floodplain restrictions where applicable.
- Height limitations.
- Foundation or anchoring requirements.
- Whether electrical service requires a separate permit.
- Whether placement should be documented in City property records.
- Whether the Assessor should be notified of new accessory structures.

Staff Recommendation

Staff recommends that the Planning Commission initiate a discussion regarding whether the City's current accessory structure regulations remain appropriate and whether increasing the exemption threshold from 16 square feet to 99 square feet would better reflect current practices.

If the Commission wishes to proceed, staff further recommends that any ordinance amendment distinguish between **building code requirements** and **zoning compliance**. While a building permit may no longer be required for smaller structures, the City should continue to maintain an administrative process that documents the location of accessory structures and verifies compliance with applicable zoning regulations before installation.

Maintaining some level of zoning review would help preserve accurate municipal records, ensure continued compliance with development standards, and reduce future enforcement and property record issues while still simplifying the permitting process for residents.