

Town of Buchanan Wisconsin



New Resident Welcome Packet

Welcome to the Town of Buchanan!



Town of Buchanan

N178 County Road N

Appleton, WI 54915

www.townofbuchanan.org

Welcome to the Town of Buchanan

Dear Town Resident:

Welcome to the Town of Buchanan! Buchanan is a unique blend of rural and urban development. The Town has a current population of approximately 7,382 and encompasses a land area of approximately 16.9 square miles. Buchanan shares a common boundary with the communities of: Appleton, Kimberly, Kaukauna, Combined Locks and Harrison, and the Towns of Holland, Wrightstown and Woodville. The Town of Buchanan strives to keep the tax rate among the lowest in the Fox Valley, while not compromising services or quality of life.

Your involvement in Town government is always welcome! Our Plan Commission meets the second Monday of each month at 7:00 p.m., and the Town Board meets the third Tuesday of each month at 7:00 p.m. All meetings are held at the Town Hall. Dates and times of the meetings, along with any meeting changes, are posted on our website. We encourage you to attend these meetings and become familiar with our Town. Darboy area Kiwanis meet on Thursday mornings at the Town Hall, and we encourage people to join and help the community. The Town also mails newsletters periodically throughout the year to all residents to help you keep up with what's happening in Town.

The Town office is open Monday through Thursday from 7:00 a.m. to 4:00 p.m. and Fridays from 7:00 a.m. until 12:00 p.m. (noon) to assist you with questions or concerns. We have a trained, volunteer paid-on-call fire department and EMT staff. Officers from the Outagamie County Sheriff's Department are contracted by the Town to service this area. The Outagamie County Highway Department provides snow removal services.

Please keep this information handy as it will be a valuable resource for any new residents. For questions not answered in this packet or on our website, please call the Town Hall office at (920) 734-8599.

*Sincerely,
Joe Coenen*

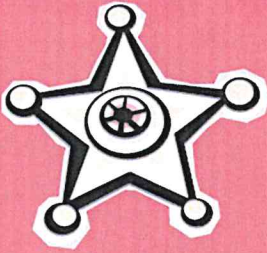


N178 County Rd N
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clerk@townofbuchanan.wi.gov

Town of Buchanan-Frequently Asked Questions



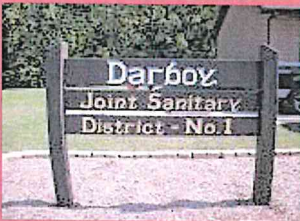
What if I need to speak with the local law enforcement?

The Town of Buchanan contracts with the Outagamie County Sheriff's Department for Town Deputies. The Sheriff's Department's number for non-emergencies is (920) 832-5000. For any emergency situation, please call 911.



Where do I pay my water bill?

The Darboy Joint Sanitary District #1 office located at N398 County Rd N, Appleton, WI 54915. Payments can be mailed to the Sanitary District or paid directly at their office. Payments need to be cash or check, *they do not accept debit or credit card payments.*



Where do I call for water and/or sewer related questions?

The Darboy Joint Sanitary District #1 at (920) 788-6048.

Does the Town accept debit card payments?

Yes, the Town accepts debit card payments, or credit cards that can be processed as a debit card, with an up charge.

Debit/credit cards are not able to be used for dog licenses, tax payments or deposits on hall rentals.



Where do I pay my property taxes?

Property tax bills are mailed yearly in mid to late December. Payment in full or the 1st installment is due by January 31st to the Town of Buchanan either in person (N178 County Rd N, Appleton, WI 54915), by mail, or placed in the drop box on the side of the building. After January 31, all payments are collected at the Outagamie County Treasurer's office, 410 S. Walnut Street, Appleton, WI 54911, phone number (920) 832-5065. 2nd installments are due by July 31st and payable directly to the Outagamie County Treasurer.

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Where do I get a dog license?

A license can be obtained at the Buchanan Town Hall during regular office hours of 7:00 a.m. to 4:00 p.m., Monday—Thursday and 7:00 a.m.—12:00 p.m. (noon) on Fridays. A current copy of the dog's rabies vaccination certificate and proof of being spayed/neutered must be brought along at the time the license is applied and paid for. Exact cash or check appreciated. Dog license forms are available at the Town Hall office and on our website.



Town of Buchanan-Frequently Asked Questions



What is the cost of a dog license?

If your pet is spayed/neutered the cost is \$7.00. If not, the cost is \$12.00. If you fail to license your dog before March 31st of the current year, a \$5.00 late fee must be included for each dog you are licensing (late fee does not apply to new puppies that have just received their first rabies vaccination or anyone who moved to the town after March 31st of the current calendar year, as long as the license is applied for within two weeks).



Do I need a license for my cat?

Not at this time.

Where do I vote?

All Town residents register and vote at the Buchanan Town Hall, N178 County Rd N, Appleton, WI 54915. The polls are open 7:00 a.m. - 8:00 p.m. on election days.



Who do I contact regarding my property assessment?

The Town's assessor is Accurate Appraisal, LLC. They are located at 1428 Midway Road, Menasha, WI 54952. Their office phone number is (920) 749-8098 or (800) 770-3927. Their web site is: www.accurateassessor.com.

On what holidays is the Town Hall office closed?

The Town Hall office is closed on the following holidays: New Years Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Eve and Christmas Day.

What are the Town of Buchanan's Snow Emergency Parking Regulations?

Per the Code of the Town of Buchanan, §495-19 and §495-14, no person shall park any vehicle upon any town street in Buchanan for more than 30 minutes between the hours of 2:00 a.m. and 6:00 a.m. from November 1st—March 31st. If a snow emergency is declared, there shall be no parking for 48 hours or until snow operations have been completed. The Town will announce the emergency to be broadcast on WHBY and WAPL radio stations, on the Town website, as well as the Town's Facebook and Twitter accounts.

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Town of Buchanan-Frequently Asked Questions



Who do I call if the snowplow damages my mailbox?

The Town of Buchanan contracts with the Outagamie County Highway Department to plow the town roads. Outagamie County Highway Department's phone number is (920) 832-5673.

Where do I get a map of the Town?

Town maps are on the Town website under Our Community, then click on Town Maps. You will find: the Town Official Map, Proposed Future Land Use Map and Town Existing Land Use Map. For Zoning Map information, please contact the Town at (920) 734-8599.

How do I find information on Town Codes or Zoning?

Town Codes and Zoning information are available on the town website under Zoning/Codes. A Table of Contents is included to help assist you with finding the section you are looking for.

Who is the Town building inspector?

The Town building inspector is Paul Hermes. He does not have regular office hours, but can be reached on his mobile phone at (920) 858-0102.

Is a building permit required?

Before beginning any building or remodeling project, please check to see if a building permit is needed. Applications for building permits are available on the town website or at the Town Hall office during normal business hours.

How do I rent the Town Hall Community Room?

The Town of Buchanan Community Room can be rented by Town of Buchanan residents only. Rentals are accepted after November 1st for the following year. Residents are required to come to the Town Hall office in person office during normal business hours to request their rental date, sign the rental contract, and pay the current rental and deposit fees.

The Community Room holds up to 60 people total, and is rented on a first come, first served basis on Saturdays and Sundays.



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Town of Buchanan-Frequently Asked Questions



How do I put a message on the sign in front of the Town Hall?

Written message requests from Town residents are taken at the Town Hall office during regular business hours. Town residents may also e-mail their requests (you must include your address to verify that you are a Town resident). There is no charge for putting up the signs. No sign will be scheduled before November 1st for the following year. The messages on the sign must be appropriate (at the Town's discretion). Town business-related messages take priority over other sign requests. Messages must be abbreviated to fit the sign: 14 letters including spaces per line, with a three line maximum. We will try to honor sign requests, but will not guarantee any sign will go up. Resident addresses are allowed up to six (6) sign messages per year.

Are burning permits required?

Burning permits are required for burning yard waste. Permits must be obtained at the Town Hall office prior to the burn and the rules for burning must be followed. Burning hours are Saturdays from 8:00 a.m.—8:00 p.m. only. Specific rules and information regarding burning can be obtained at the Town Hall office or on the town website.

Does the Town have a Parks and Recreation Department?

The Town does not have a formal Parks and Recreation Department. The Town Parks include the park that is located behind the Town Hall, Springfield Park (located on Springfield Dr. near Just About Lane), and Hickory Park (located between State Park Rd. and Briarwood Dr. just north of County Rd KK).

Community Park is located at the corner of Noe and Midway Roads. Community Park has a shelter that can be rented by residents by calling Harrison's office at (920) 989-1062.

More information on the park's amenities can be found on the Town website under Parks and Recreation.

Where is the nearest Post Office?

The Combined Locks Post Office is on 333 Wallace St. The post office has window hours of 8:15 a.m. - 12:30 p.m. and 2:00 p.m.- 4:15 p.m. Monday—Friday. Saturday window hours are 8:30 a.m. - 9:45 a.m.



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Town of Buchanan-Garbage & Recycling Rules



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IF YOUR GARBAGE OR RECYCLING IS NOT PICKED UP CALL AND CHECK WITH Green for Life (GFL) AT:

1-800-279-1930

- Wheeled carts are provided by GFL for collection of garbage and recycling. You should have one 65-gallon cart for garbage and one 95-gallon cart for recycling.
- Garbage is collected weekly, and recycling every other week on the same day as your scheduled garbage collection.
- All items must be placed in the cart in order to be collected.
- Please Note: Buchanan uses single-stream recycling. This means that all recycling may now be mixed together in the cart (i.e. paper, cardboard, aluminum, tin, plastic, and glass).

Please help to keep your neighborhood clean by doing the following:

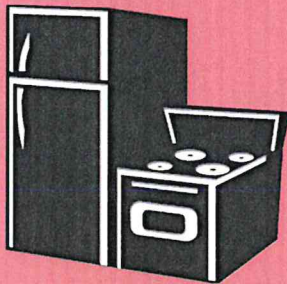
- Your garbage and recyclables must be out by 6:00 a.m. on your scheduled pick up day. To verify your garbage and recycling day, please check our website under Town Services, Garbage & Recycling, Pick Up Days.
- Be sure to bag packing materials such as packing peanuts, bubble wrap, etc.
- Make sure that your garbage and recyclables carts are within 3 feet of the road and at least 3 feet away from any other object (mailbox, power pole, the other cart.) GFL is using two different trucks to pick up your garbage and recycling.
- Large, over-sized items and appliances (without freon) require stickers that can be purchased at the Town Hall during the office hours of 7:00 a.m. and 4:00 p.m., Monday—Thursday, 7:00 a.m. and 12:00 pm. (noon) Friday. You will then be added to the list for the next large item or appliance pick up. For more information regarding large item or appliance pick ups, please see the Appliances & Large Items link on our web site under Town Services.
- Recycling is mandatory and if it is mixed with regular trash, it can be refused to be picked up.

If you have any questions, please call the Town of Buchanan at (920) 734-8599 or GFL at (800) 279-1930.

Town of Buchanan - Appliances & Large Items



Bulky And Large Item
Collection



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Appliance & Large Item Pick Up Information:

To have an appliance or large item removed on the third Wednesday of each month, you must purchase a sticker from the Town Hall office before 12:00 p.m. (noon) on the Tuesday before the monthly Wednesday pick-up.

Bulky Items - Small bulky items \$10.00 each. Small bulky items including microwaves, kitchen chairs, small tables, toilets, etc.

Large bulky items \$20.00 each. Large bulky items are large furniture items including couches, mattress/box springs, grill (no tank), treadmills, recliners, carpets/pads (per room), etc.

Each non-freon appliance and large item will need an individual sticker. You should not put these items on the road side until the night before the monthly pick-up date.

You may also contact Habitat ReStore (3000 E. College Avenue) at (920) 830-8400 as they take some appliances and large items. For more details, visit www.foxcitieshabitat.org.

If you have several items, it may be more cost effective for you to rent a dumpster or take the load to the Outagamie County Landfill. Outagamie County Landfill's phone number is (920) 832-5277.

Note: TV's, electronic items or items with freon can no longer be picked up. Please see Outagamie County's electronic recycling rules:

www.RecycleMoreOutagamie.org



Town of Buchanan-Town of Buchanan Officials

Contact Information

Chairperson, Joe Coenen
chairperson@townofbuchanan.wi.gov

Supervisor 1, Karen Lawrence
supervisor1@townofbuchanan.wi.gov

Supervisor 2, Paul Knuppel
supervisor2@townofbuchanan.wi.gov

Supervisor 3, Chuck Kavanaugh
supervisor3@townofbuchanan.wi.gov

Supervisor 4, Tom Walsh
supervisor4@townofbuchanan.wi.gov

Town Administrator—Michael Brown
michaelb@townofbuchanan.wi.gov

Clerk—Treasurer, Cynthia Sieracki
cynthias@townofbuchanan.wi.gov

Deputy Clerk/Deputy Treasurer, Nichole Nielsen
nicholen@townofbuchanan.wi.gov

Administrative Assistant, VACANT

Engineering Technician, Dennis Jandrey
dennisj@townofbuchanan.wi.gov

Fire Chief, Ray Mohr
rmohr@townofbuchanan.wi.gov

General Town E-mail
clerk@townofbuchanan.wi.gov

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911 for Emergency