



BOARD OF SUPERVISORS MEETING

Wednesday, May 20, 2026 at 6:30 PM

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

MINUTES

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

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

PRESENT

Town Chair Geise
Supervisor Lettau
Supervisor Grundman
Supervisor Christianson
Supervisor Reif

STAFF

Administrator Wisnefske
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois - virtual

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, May 6, 2026 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, May 6, 2026, Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN-RELATED MATTERS NOT ON THE AGENDA

CORRESPONDENCE

- A. Distribution of the April 2026 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt for a new equestrian building located at 3411 Winnegamie Dr.

MOTION

Motion made by unanimous consent to approve the Site Plan Application submitted by McMahon Associates on behalf of Chris & Brittany Voigt with the following conditions:

1. Applicant must provide proof of application and copies of approved permits to the Town. This includes but is not limited to state commercial building code, construction site erosion control and stormwater management at county and/or state level, livestock / animal waste management permits, private sanitary system permit, and others as relevant to the site construction and use prior to any construction beginning on the site.
2. Applicant shall provide plans to the Town for the handling and disposal of animal waste generated onsite. This is separate and in addition to the permits for such from the regulating agencies prior to any construction beginning on the site.
3. The final approved site plan as required in 9.07-181 must include the location for stormwater facilities and any required onsite animal waste management facilities or storage areas prior to any construction on the site.
4. Sign(s) on the property must be modified or relocated to be compliant with standards applied to other zoning districts that allow the commercial stable use, including the applicant obtaining any permits as required for such signs and placement within 6 months after the date of approval.
5. Applicant shall provide SRI values for the building materials. Values must meet the Town minimum standards as described in Attachment C prior to any construction on the site.
6. All landscaping required in this approval shall be installed within six months of occupancy of the building. Extensions to this timeline must be done through specific approval by the Town Board.
7. Applicant shall submit updated lighting plans showing compliance with 9.08-210 and install those compliant fixtures as required by the Town standards prior to any construction on the site.
8. No additional buffer yard landscape screening be required along the east, west, or south lot lines—acceptance of the provided building landscaping plan for the east aspect of the building. If any of the buffer yard landscaping is removed, it must be replaced to maintain the status quo at the time of approval within 6 months of removal.
9. No additional parking lot landscaping is required.
10. Regarding access to the site, maintenance is to be done within six months of the date of the approval to perform maintenance on the vegetation near the driveway, including but not limited to tree trimming, coordinating with both the Town of Clayton & Village of Greenville.

Motion carried by unanimous voice vote.

- B. Plan Commission Recommendation: Town Board review & consideration of revisions to the definitions of "farm" and "residential" within the A-2 zoning district in the Town Zoning Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

- C. Plan Commission Discussion: Town Board review & discussion on amendments to Chapter 7.10 Subdivision Ordinance.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of the Retail Sales of Fireworks License Application submitted by Fireworks Mart located at 2896 County Rd JJ.

MOTION

Motion made by unanimous consent to approve the application submitted by Fireworks Mart for a Retail Sales of Fireworks License with the following condition:
 1. Inspection of sales site by Clayton Fire Rescue Fire Chief for compliance with NFPA Code 1124 (as amended)

Motion carried by unanimous voice vote.

- B. Discussion/Action: Town Board review & consideration of an AB-105 Producer Full-Service Retail Sales Application submitted by Stone Arch Brewpub, Inc. for the EAA Chapter 41 event to be held June 20, 2026.

MOTION

Motion made by unanimous consent to approve the application submitted by Stone Arch Brewpub, Inc. for Full-Service Retail Sales with the following conditions:
 1. EAA Chapter 41 organization information must be provided to the Town, including type of organization, date of organization/incorporation, organization's Wisconsin Seller's permit (if applicable), and organization's contact information.
 2. Copy of the Applicant's Wisconsin Seller's permit must be provided to the Town.
 3. At least one operator working at the event must hold a temporary Town of Clayton Operator License, or provide proof of a valid, state-issued Operator License for at least one operator working at the event.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Jun 3 & 17; July 1 & 15; Aug 5 & 19
- B. Plan Commission (6:30 pm start unless otherwise noted) - Jun 10; July 8; Aug 12
- C. TID #1 Joint Review Board Meeting - June 18 at 10 am

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 6:44 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk