



BOARD OF SUPERVISORS MEETING

Wednesday, October 15, 2025 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
Code Administrator Kamke

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, October 1, 2025 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, October 1, 2025 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

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

CORRESPONDENCE

- A. Distribution of the September 2025 Building Inspection Report
- B. Distribution of the September 2025 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Rachael Nielsen, Larsen Tavern

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2025-009 to Amend the Town of Clayton Comprehensive Plan 2040, amending the future land use categories for Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06 (immediately South of US Hwy 10 between Clayton Ave and Fairview Rd) from "Business Park" to a combination of "Single-Family Residential" and "Multi-Family Residential" future land use categories.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Lettau to deny the amendment to the Town of Clayton Comprehensive Plan 2040 for Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06.

Voting Yea: Supervisor Lettau, Supervisor Grundman, Supervisor Christianson, Supervisor Reif

Voting Nay: Town Chair Geise

Motion carried 4-1.

- B. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2025-Z002 to Amend the Official Town of Clayton Zoning Map for the re-zoning of Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06 (immediately South of US Hwy 10 between Clayton Ave and Fairview Rd) from A-2 (General Agriculture District); I-1 (Light Industrial District); and B-3 (General Business District) to R-2 (Suburban Residential District), and R-4 (Multi-family Residential District).

ITEM NOT TAKEN UP BY THE TOWN BOARD OF SUPERVISORS

- C. Plan Commission Recommendation: Town Board review & consideration of a Preliminary Plat Review Application submitted by Vierbicher for the division of Tax ID #006-0347-01; Tax ID #006-0344; Tax ID #006-0345; and Tax ID #006-0339-06 into 46 lots and 2 outlots intended for a combination of single-family residential & multi-family residential use.

ITEM NOT TAKEN UP BY THE TOWN BOARD OF SUPERVISORS

- D. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Excel Engineering Inc on behalf of Spark Development, LLC for a proposed multi-family residential development located on Tax ID #006-0328-02-02 (9111 Eagle Heights Dr).

MOTION

Motion made by unanimous consent to approve the Site Plan Review Application submitted by Excel Engineering Inc. with the following conditions:

1. A site plan agreement shall be entered into between the landowner and the Town, per 9.07-182.
2. Stormwater and erosion control plans must meet the requirements set forth by Winnebago County and the State of Wisconsin, as applicable.
3. The project must connect to the available utilities, including sewer and water lines.
4. Convert some of the standard spaces to accessible space size to meet the minimum of 6 accessible spaces required.
5. Solar Reflective Index (SRI) values for roofing materials must be submitted prior to building permit issuance. SRI values must be at least 21 or higher.
6. Landscaping must be installed within six (6) months of the building occupancy.
7. Lighting plan meeting Dark Sky Certification standards must be submitted and reviewed for compliance before building permit issuance.

Motion carried by unanimous voice vote.

- E. Plan Commission Recommendation: Town Board review & consideration of a Concept Plan Review Application submitted by Vierbicher on behalf of Vander Heiden Family Limited Partnership for a proposed mixed-use development.

DISCUSSION ITEM ONLY - NO ACTION TAKEN

BUSINESS

- A. Discussion/Action: Town Board review & consideration of an intergovernmental agreement with Winnebago County Highway Department to provide road maintenance services for the Town.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Lettau to approve the Maintenance Agreement with Winnebago County Highway Department for 2026.

Voting Yea: Town Chair Geise, Supervisor Lettau, Supervisor Grundman, Supervisor Christianson

Voting Nay: Supervisor Reif

Motion carried 4-1.

- B. Discussion/Action: Town Board review & consideration of a Development Agreement between the Town and Spark Development for property described as Tax ID #006-0328-02-02 (9111 Eagle Heights Dr).

MOTION

Motion made by unanimous consent to approve the development agreement between the Town and Spark Development.

Motion carried by unanimous voice vote.

- C. Discussion/Action: Town Board review & consideration of operational updates & fees for the Town Yard Waste Site.

MOTION

Motion made by unanimous consent to operate the Town Yard Waste Site in 2026 with a \$25 fee for resident use.

Motion carried by unanimous voice vote.

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Nov 5 & 19; Dec 3 & 17; Jan 7 & 21
- B. Plan Commission (6:30 pm start unless otherwise noted) - Nov 12; Dec 10; Jan 14
- C. Town Board Budget Meeting - Oct 21 beginning at 1 pm
- D. Clayton Sanitary District #1 Commission Meeting - immediately following the Town Board of Supervisors Budget Meeting

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:03 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk