



BOARD OF SUPERVISORS MEETING

Wednesday, July 15, 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

EXCUSED

Supervisor Reif

STAFF

Administrator Wisniewski
Clerk Faust-Kubale
Treasurer Fietzer
Attorney LaFrombois
Code Administrator Kamke

APPROVAL OF MINUTES

- A. Approval of the Minutes of the Wednesday, July 1, 2026 Town Board Meeting

MOTION

Motion made by unanimous consent to approve the Minutes of the Wednesday, July 1, 2026 Town Board Meeting as presented.

Motion carried by unanimous voice vote.

OPEN FORUM – TOWN RELATED MATTERS NOT ON THE AGENDA

Rob Ketter, 2682 Megan Way, Neenah, deferred his comments regarding Plan Commission Recommendation Item C until the item is addressed by the Board later in the meeting.

Braden Bunnaw, 3207 Winnegamie Dr, Appleton, requested that the Board consider a speed limit reduction on Winnegamie Dr.

S. Corrigan-Leonard & Alex Corrigan, 3291 Winnegamie Dr, Appleton, also requested that the Board consider a speed limit reduction on Winnegamie Dr.

CORRESPONDENCE

- A. Distribution of the June 2026 Building Inspection Report
- B. Distribution of the June 2026 Winnebago County Tonnage Report

DISCUSSION ITEMS (NO ACTION WILL BE TAKEN)

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

OPERATOR LICENSES ISSUED BY THE TOWN CLERK

- A. New - Paige Herman, Winagamie Golf Course
- B. New - Akwa Olson, Larsen Tavern

BUSINESS REFERRED BY THE PLAN COMMISSION

- A. Plan Commission Recommendation: Town Board review & consideration of a Conditional Use Application submitted by Brittany & Chris Voigt for a proposed commercial stable use located at 3411 Winnegamie Dr, specifically described as Tax ID #006-0042-02.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve the Conditional Use Application submitted by Brittany & Chris Voigt with the following conditions:

1. Prior to commencement of commercial stable operations, the applicant shall submit to the Town written plans for the handling and disposal of livestock waste generated on the property, including the staging, storage, disposal, transport, application, and intervals for such waste management.
2. To the extent required by Winnebago County under its Livestock Waste Management Ordinance, the applicant shall apply for and obtain all required County permits. The applicant shall provide the Town with copies of any such permit application upon submission and any issued permit upon issuance.
3. Prior to commencement of commercial stable operations, the applicant shall provide the Town with the maximum occupancy limit for each structure associated with the commercial stable use, for inclusion in the Town's project file and approval record. For purposes of this condition, occupancy includes all persons present in a structure, not only lesson or event participants.
4. The applicant shall clearly state in the Plan of Operation the days of the week and hours during which the lesson programs and any horse shows or events will be conducted on the Property.

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

Motion carried 4-0.

- B. Plan Commission Recommendation: Town Board review & consideration of Ordinance 2026-Z005 to Amend the Official Town of Clayton Zoning Map for the rezoning of approximately 18.67 acres from R-3 (Two-Family Residential District)

and R-2 (Suburban Residential District) to become all R-2 (Suburban Residential District).

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve Ordinance 2026-Z005 to Amend the Official Town of Clayton Zoning Map.

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

Motion carried 4-0.

- C. Plan Commission Recommendation: Town Board review & consideration of a Site Plan Review Application submitted by Greenwood Motor Lines, Inc. (dba R&L Carriers) for a proposed heavy industrial freight facility.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve the Site Plan Application submitted by Greenwood Motor Lines, Inc with the following conditions:

1. Apply for and receive permits necessary for the driveway access from the Town road.
2. Provide the Town with commercial building code approval from the state for all structures requiring such plan approval, as determined by the state.
3. A copy of the approved septic system permit shall be provided to the Town for filing with the project information.
4. Construction site erosion control plans and any permits as required shall be provided to the Town for review and filing with the project information.
5. Stormwater management plans and any permits as required shall be provided to the Town for filing with the project information.
6. Applicant shall provide SRI values for the exterior materials to show compliance with required standards.
7. If any nuisance arises from the use of overhead and loading docks facing the street yard or other lot line, revisions to the site plan may be required to mitigate such issue. This shall be done through the Site Plan amendment process outlined in 9.07-184.
8. If signage is installed, compliance with the landscaping standards listed in the Town's Zoning Ordinance Attachment E section C. 1. (e) shall be required. An updated landscaping plan showing compliance with such shall be provided by the applicant prior to permit issuance for the new sign(s).
9. Installation of the approved landscaping plans shall be made within six (6) months of occupancy of the site.
10. Applicant to provide revised list of and install only Dark Sky compliant fixtures.

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

Motion carried 4-0.

BUSINESS

- A. Discussion/Action: Town Board review & consideration of Resolution 2026-004 Authorizing the Sale of Property, specifically known as Tax ID #006-0327-03.

MOTION

Motion made by Supervisor Christianson, **Seconded** by Supervisor Grundman to approve Resolution 2026-004 and direct Staff to post & publish as required.

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

Motion carried 4-0.

- B. Discussion/Action: Town Board review & consideration of a Development Agreement between the Town of Clayton and Spark Development for property described as 006-0327-03.

MOTION

Motion made by Supervisor Grundman, **Seconded** by Supervisor Christianson to approve a Development Agreement between the Town of Clayton and Spark Development for property described as 006-0327-03.

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

Motion carried 4-0.

REVIEW OF GENERAL FUND BUDGET UPDATES

- A. Quarterly Budget Report

UPCOMING MEETING ATTENDANCE

- A. Town Board (6:30 pm start unless otherwise noted) - Aug 5 & 19; Sept 2 & 16; Oct 7 & 21
B. Plan Commission (6:30 pm start unless otherwise noted) - Aug 12; Sept 9; Oct 14
C. Town of Clayton Open Book - July 30, 10 am to 4 pm via scheduled phone call

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

MOTION

Motion made by unanimous consent to adjourn at 7:10 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Kelsey Faust-Kubale
Town Clerk