

**TOWN OF ALGOMA**  
**WINNEBAGO COUNTY, WISCONSIN**  
**MINUTES FOR SITE PLAN COMMITTEE MEETING**

Tuesday, December 3<sup>rd</sup>, 2013 at 5:00 PM

Algoma Town Hall

15 N. Oakwood Road, Oshkosh, WI 54904

**1. Call to order.**

The meeting was called to order by Vice Chairperson Tim Blake at 5:00 PM.

**2. Roll call.**

Tim Blake, Vice Chairperson	Kristine Timm
Ken Jaworski, Martenson & Eisele	Daniel Sexton
Pat Rank, Strand Associates-Excused	Deputy Clerk Mary Kuehnl
Attorney Karen Marone	

**3. Public Forum.**

No public forum presented.

**4. Review and approve the proposed remodeling and addition to the office building for Krueger Chiropractic at 3180 Omro Road, Oshkosh, WI 54904.**

Present for the Krueger Chiropractic Office was Robert Albright, general contractor, and Dr. Jeff Krueger, owner of the property.

Items discussed about the property:

- Need to follow Ordinance 123.
- Demolition in the interior of the building.
- Would like a summary statement of the project.
- Removing the interior walls and put in new walls and converting the drive thru area to part of the building.
- Plans should state zoned commercial.
- Area size is on the plans.
- Clarification of only five employees in total.
- Therefore, enough parking spaces.
- Landscape not included on the plans.
- Green area will stay the same, just restored after the construction. This needs to be noted as grass on the plan.
- Surrounding streets need to be labeled. They are drawn on the plans already.
- Sidewalks need to be marked as far as pitch. Need to make sure they drain properly.
- Signs and external lighting need to be marked.
- New sign, therefore we need to make sure what the light disbursement will be for light pollution. Please note the old sign coming down and where the new sign will be placed.

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- Existing septic tank is on the plans. Clarification if this is being used or if it is going to be filled in. It may not be there, they are now serviced by the Algoma Sanitary District.
- The joint driveway has a new easement with the neighbor. This paper should be furnished to the committee.
- South end is the main entrance for the employees.
- Two Doctor's will be working in the building, therefore only two patients will be seen at any time.
- The door on the west side will be for emergency use only and if possible will be eliminated from the drawings.
- Sidewalks should be connected to all the doorways.
- Need the elevation of the building and the driveway to see drainage.
- The storm water plan was sent through the County and documentation was presented..
- Copy of the Ordinance given to the general contractor.

If the information is presented to us, the next site plan can be on December 10<sup>th</sup>, 2013 at 6:00 PM. Then it will go to Planning Commission on December 11<sup>th</sup>, 2013 at 6:00 PM. Afterword, it goes to the Town Board meeting for final approval on December 18<sup>th</sup>, 2013. Demolition can start, but building needs to wait. Waterline was brought to the building.

**5. Approve minutes of previous meeting on November 6, 2013.**

Timm/Sexton to approve minutes from November 6<sup>th</sup>, 2013. No further discussion. Voice vote 5-0. Motion carried.

**6. Adjourn.**

Timm/Sexton motion to adjourn the meeting. No further discussion. Voice vote 5-0. Motion carried.

Meeting adjourned at 5:29 PM.

Respectfully submitted by:

Mary Kuehnl  
Acting Town Clerk