

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MEETING
Wednesday, February 14, 2018 at 6:00 pm
Algoma Town Hall
15 N. Oakwood Road, Oshkosh, WI 54904

AGENDA

The Commission may discuss and act on the following:

1. Call to Order.
2. Roll Call.
3. Public Forum (Only items on the agenda).
4. Discussion and possible action re: Minutes of the January 10, 2018 meeting.
5. Discussion and possible action re: Contract recommendation for Comprehensive Plan update facilitated by ECWRPC (\$31,500).
6. Discussion and possible action re: Conditional Use Permit for Skipper Real Estate Holdings Inc. (2060 Omro Road).
7. Discussion and possible action re: Certified Survey Map for 3420 W 9th Street.
8. Adjourn.

NOTE: It is possible that members of other governmental bodies of the municipality may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Town Hall Office at 920-235-3789.

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLAN COMMISSION MEETING
Wednesday, January 10, 2018**

Summary of Proceedings

1. Call to Order:

The Town of Algoma Plan Commission meeting was called to order by Mrs. Clark at 6:00 p.m.

2. Roll Call:

The following Committee Members were in attendance: Petey Clark, Dan Martin, Kristine Timm, Dewey Nelson, Audra Hoy, Jeff Lytle, Joel Rasmussen.

The following Committee Members were absent: Mark Thompson.

The following were also present: Benjamin Krumenauer

3. Public Forum:

4. Discussion and possible action re: Minutes of the November 8, 2017 meeting.

Motion to approve the minutes of the November 8, 2017 meeting was made by Ms. Hoy/Mr. Nelson.

Motion carried (7-0)

5. Discussion and possible action re: Zoning Map Amendment Request from the Oshkosh Area School District.

Mr. Krumenauer outlined the petitioner's request and provided a detailed description of the item in question. The main focus as described was to address the need for the school district to install a new LED school sign. The Zoning change from A-2 General Agricultural to B-3 General Business will allow site improvements as well as a future sign replacement. Mr. Krumenauer continued by recommending only lots A and B be rezoned and keep the remaining lots as A-2.

Mr. Rasmussen asked the Administrator what would happen if the zoning was permitted to all lots in question.

Mr. Krumenauer responded that B-3 is a fairly loose designation and could allow a wide range of uses from commercial, limited industrial, to a school. By limiting the zoning recommendation to

Lots A and B, the school can still make the requested sign improvement as well as limit potential unintended uses.

Ms. Hoy stated her appreciation for the recommendation and made a motion to approve Item 5 with the recommendation to limit the zoning change to Lots A and B as stated. The motion was seconded by Ms. Clark.

Motion Carried 7-0

6. Adjourn

A motion to adjourn was made by Ms. Timm and seconded by Ms. Hoy. The meeting was adjourned unanimously at 6:15 p.m.

Submitted by,
Deborah L Stark, WCMC
Clerk

Recording Secretary,
Benjamin Krumenauer
Administrator

**ITEM 5: DISCUSSION AND POSSIBLE ACTION RE: CONTRACT
RECOMMENDATION FOR COMPREHENSIVE PLAN UPDATE
FACILITATED BY ECWRPC (\$31,500).**

GENERAL INFORMATION

The State of Wisconsin in 1999 created a new policy called Wisconsin's "Smart Growth". Among a list of requirements, the most impactful was to require that all municipalities adopt comprehensive plans. These plans are designed to guide a community through long range planning efforts including land use, transportation, communication, etc.

The Town's current comprehensive plan (2005) has seen minor revisions to maintain compliance but has not seen a substantial update since its creation. Regulations require that all comprehensive plans maintain a 10 year update schedule. With the last update completed in 2009, the comprehensive plan is right on schedule for replacement. To help facilitate this discussion, Algoma will be partnering with East Central Wisconsin Regional Planning Commission (ECWRPC).

ECWRPC founded in 1972 has completed multiple comprehensive planning documents including City of Oshkosh, Town of Greenville, Village of Kimberly and many others. With a successful track record and sound partnership, the Town is excited to work with ECWRPC. Prior to this partnership being approved, it is important for this Plan Commission to understand the critical role it will take in this process as well as have any initial concept questions answered.

Attachment:

Attached is the scope of work being proposed by ECWRPC. The scope addresses the major components of the proposal. Major components of the comprehensive plan include required sections (transportation, utilities, land use, etc.) but also include a heavy focus on community outreach and communication.

DISCUSSION

Eric Fowle, Executive Director from East Central Wisconsin Regional Planning Commission, would like to use this opportunity to introduce himself and answer any questions regarding the update proposal. To help facilitate the discussion, please forward technical questions to bkrumenauer@townofalgoma.org prior to the meeting. Additional time will be allocated during the February 14, 2018 Plan Commission meeting.

**ITEM 6: DISCUSSION AND POSSIBLE ACTION RE: CONDITIONAL USE PERMIT
FOR SKIPPER REAL ESTATE HOLDINGS, INC.**

GENERAL INFORMATION

Applicant: Skipper Real Estate Holdings, Inc. (Skipper Bud's)
215 North Point Drive Winthrop Harbor IL 60096

Owner: Skipper Bud's
215 North Point Drive Winthrop Harbor IL 60096

Local Address: 2060 Omro Road Oshkosh WI 54904

Action(s) Requested

Applicant is requesting approval of a Conditional Use Permit Application for the expansion of existing marina activities into the newly acquired parcels and structures.

Applicable Provision(s)

Section 18.16(1) of the Winnebago County Subdivision Ordinance
Section 225-45, 46 & 47 of the Town of Algoma Municipal Code
Chapter 23: Town/County Zoning of the Winnebago County General Code

Property Location and Type

The subject properties totaling 6.56 acres (lots A-K) are currently comprised of vacant (impervious gravel surfaces), paved parking lots and a former automobile sales and service business. The current and past uses of the lots are generally consistent with current zoning designations. The subject properties are located along the Interstate 41 and State Road 21 corridors and have frontage along Eastway Drive to the west, STH-21 to the south, I-41 to the east and Lake Butte des Morts to the north. The owner of the lots (Skipper Bud's) is requesting to expand existing marina uses onto the subject parcels and will total the marina business complex to 18.54 acres.

The intended use of the properties under review are to continue a marine oriented business plan including vehicle sales, service, storage, slips and community center. This request is similar in scope to the Conditional Use Permit and CSM reviewed on March 9, 2016.

Subject Site(s)

<i>Existing Land Use</i>		<i>Zoning</i>
Lot A	Vacant (impervious gravel)	B-3 General Commercial District
Lot B	Vacant (impervious gravel)	B-3 General Commercial District
Lot C	Paved parking	B-3 General Commercial District
Lot D	Paved Parking	B-3 General Commercial District
Lot E	Paved Parking	B-3 General Commercial District
Lot F	Paved Parking	B-3 General Commercial District
Lot G	Commercial structure/parking	B-3 General Commercial District
Lot H	Commercial structure/parking	B-3 General Commercial District

Lot I	Commercial structure/parking	B-3 General Commercial District
Lot J	Vacant (impervious gravel)	B-3 General Commercial District
Lot K	Roadway (Easement)	B-3 General Commercial District

Adjacent Land Use and Zoning

<i>Existing Land Uses</i>		<i>Zoning</i>
North	Commercial (Skipper Bud's Marina)	B-3 General Commercial District
	Commercial	B-3 General Commercial District
	Vacant	B-3 General Commercial District
East	Interstate 41	N/A
South	STH 21	N/A
West	Commercial (strip mall)	B-3 General Commercial District

Comprehensive Plan

<i>Land Use Recommendation</i>	<i>Use Category</i>
Current Land Use	Commercial
Future Land Use	Commercial

Background Information

The subject properties total 6.56 acres and are in general compliance with the Winnebago County Zoning Code. The applicant is requesting approval of a Conditional Use Permit to expand a commercial marina which includes sales, storage, service and related community oriented uses.

<i>Lot</i>	<i>Size (acres)</i>
002-0090-04-01	0.52
002-0090-03	0.85
002-0086-01-03	1.32
002-0091-02-01	0.34
002-0091-03	0.64
002-0086-01-01	0.15
002-0090	0.67
002-0090-01-01	0.33
002-0090-05	0.66
002-0090-01-02	0.11
002-0090-02	0.97
TOTAL	6.56

This request is in response to existing marina uses expanding onto the site without adjustment of the conditional use.

ANALYSIS**Site**

The existing dealership, formally Mueller Auto, officially shut its doors in 2016 but was reducing its sales and service business for a number of years prior to its official closing. The property though segmented into several lots is contiguous in nature and is not required to be rolled into a single lot. The consolidation of lots would only be necessary if the site were to be improved upon from a structure or building stand point. As such, a Conditional Use Permit application is not required for each individual lot as the use of the lots remains consistent with the previous scope of commercial use.

The applicant has stated that substantial renovation of the site has already begun and will include, lighting and window repairs, structure enhancements and cosmetic upgrades. These welcome improvements to the existing structure do not require lot consolidation and will generally improve the aesthetics and character of the STH-21 corridor. Lot K (parcel number 002-0090-02) has a permanent access control easement and will continue to be required. This access control can only be removed if new and equally usable access is provided and accepted by the adjacent parcel owners on Lake Butte des Morts. At this point in time, no additional conversation is anticipated.

Storm Water Management

The lots in question are considered 100% impervious and will not change current impervious levels. No additional storm water management is required at this time. Additional management will need to be completed if substantial site improvements are completed in the future. These regulations are found within Winnebago County's zoning code.

Access

Access to the site will continue to be provided off of Eastway Drive and this proposal does not request access changes at this time.

Lighting

The applicant has stated that minor lighting will need to be replaced and updated throughout the site. Town of Algoma and Winnebago County staff will ensure that additional lighting meets commercial zoning designation regulations and does not negatively affect traffic along the I-41 and STH-21 corridors.

Landscaping

No additional landscaping is being implemented with this conditional use permit application.

Signage

New signage regulations are not within this conditional use permit. Applicant/owner is required to submit all signage plans to Winnebago County Planning/Zoning for permit review.

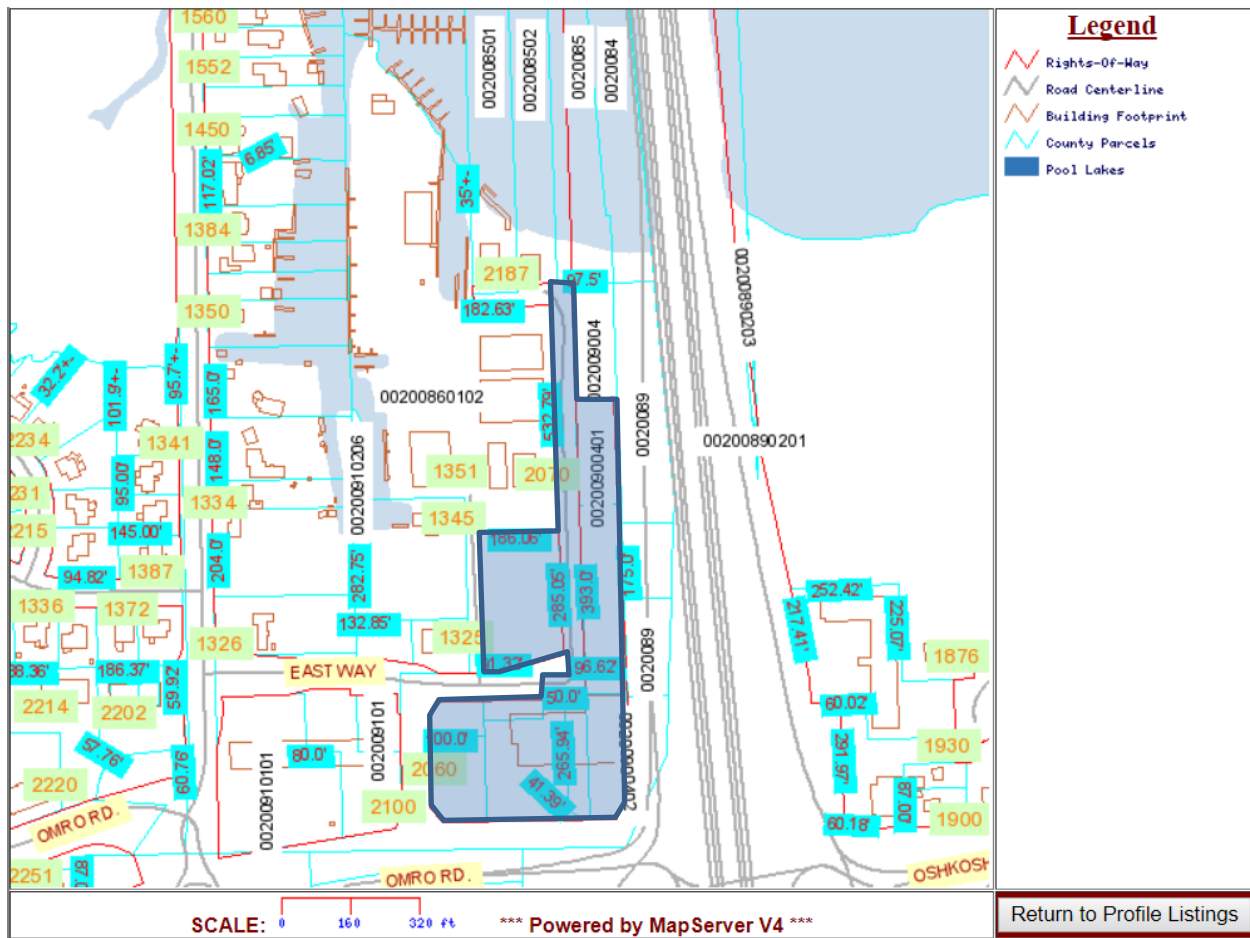
Review

Administration feels that the proposed conditional use is consistent with existing marina uses and past uses of the retail structure. If additional changes to the site including substantial surface improvements, structure additional/removals and use changes occur, a new CUP application is required to be submitted for review.

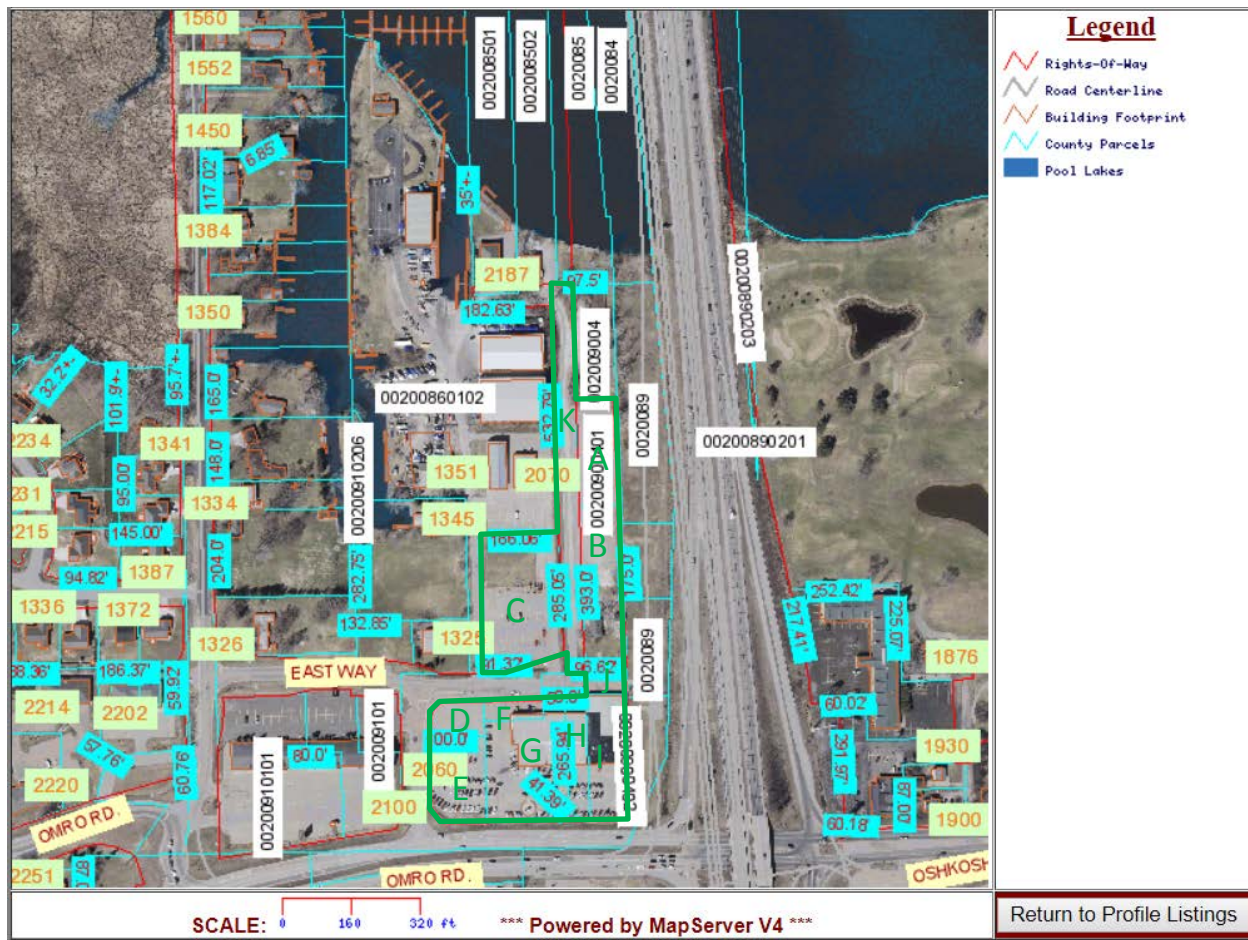
RECOMMENDATION(S)

Administrator recommends approval of item 6: Conditional Use Permit for Skipper Real Estate Holdings, Inc.

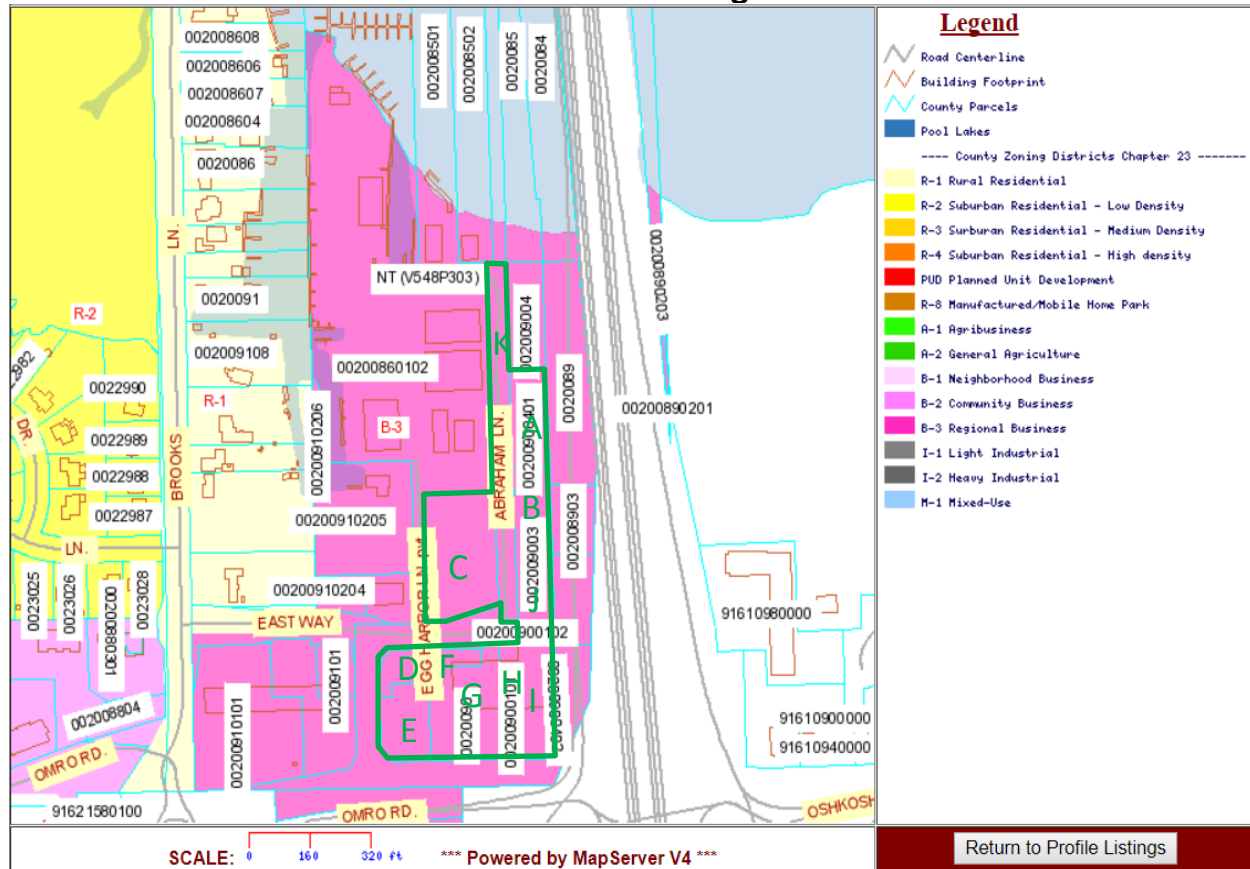
Site Location



Site Location with Aerial



Current Zoning



ITEM 7: DISCUSSION AND POSSIBLE ACTION RE: CERTIFIED SURVEY MAP FOR 3420 W 9TH STREET ROAD.

GENERAL INFORMATION

Petitioner: Paul Pickart
3420 W 9th Street Road Oshkosh WI 54904

Owner: Paul Pickart
3420 W 9th Street Road Oshkosh WI 54904

Survey Firm: Excel Engineering
100 Calumet Drive Fond du Lac WI 54935

Action(s) Requested

Action 1: Petitioner is requesting approval of a certified survey map consolidating existing four lots into three new lots.

Applicable Provisions

Section 18.16(1) of the Winnebago County Subdivision Ordinance
Section 225 of the Town of Algoma Municipal Code
Chapter 23: Town/County Zoning of the Winnebago County General Code

Property Location and Type

The subject properties total 38.047 acres (1,657,313 sq. ft.) in area and are currently used as a single family residence with agriculture. The site is also comprised of large and minor out buildings. The subject properties are consistent with current land-use and zoning designations and are located approximately 340 feet east of Clairville Road. Ingress and egress are provided off of existing driveways on W 9th Street Road.

Subject Site

<i>Existing Land Use</i>	<i>Zoning</i>
Lot 1: Agricultural	Extraterritorial (City of Oshkosh)
Lot 2: Agricultural	Extraterritorial (City of Oshkosh)
Lot 3: Agricultural	Extraterritorial (City of Oshkosh)

Adjacent Land Use and Zoning

<i>Existing Land Uses</i>	<i>Zoning</i>
North Vacant/Agricultural	A-2 General Agricultural Zoning District
East Residential	R-1 Residential (City of Oshkosh)
South Residential	Extraterritorial (City of Oshkosh)
West Agricultural	A-2 General Agricultural Zoning District

Comprehensive Plan

<i>Land Use Recommendation</i>	<i>Use Category</i>
Current Land Use	Agricultural/Vacant
Future Land Use	Residential (City of Oshkosh)

Background Information

The applicant is requesting approval of a certified survey map that will officially combine five existing lots into Lots 1, 2 and 3. By combining the lots into three lots, the property owner intends to hold lots 2 and 3 internally and partner with a developer to sub-divide Lot 1.

<i>Lot No:</i>	<i>Current (acres)*</i>	<i>Proposed (acres)</i>
Existing Lot A (Parcel # 00202370202)	10.310	-
Existing Lot B (Parcel # 002023702)	17.360	-
Existing Lot C (Parcel # 002023801)	1.200	-
Existing Lot D (Parcel # 0020238)	10.120	
Proposed Lot 1		34.842
Proposed Lot 2		1.865
Proposed Lot 3		1.340
* Current area is produced from current records and may not match updated survey area.		

The proposed lots will need to have a new zoning designation due to the boundary changes. This is a function of the City of Oshkosh and the Extraterritorial Zoning Committee. The applicant will have to follow this step with the City of Oshkosh prior to any additional developments.

ANALYSIS**Proposed Lot**

As stated above, the applicant is proposing a certified survey map that will combine five existing residential parcels into three new parcels. It is the overall intent of the property owner to voluntarily attach to the City of Oshkosh. This voluntary attachment will allow a future development to occur in conjunction with new utilities being distributed to the two smaller lots. Administration does not find any land use related issues with the proposed lots. Though the current zoning does not align with City of Oshkosh lot standards, the City of Oshkosh has been coordinating efforts to ensure future alignment.

With respects to the out buildings, the larger barn and grain silos will be crossing the proposed lot lines. Best development practices would dictate the timely removal of these secondary structures along with the CSM. In the spirit of this practice, Town Administration would recommend additional criteria be placed on the secondary structures that any structure that becomes non-conforming be removed in a timely

manner. This requirement should be placed on the Certified Survey Map with a follow up letter describing the required timeline for removal. It is the intent of Town staff to coordinate a mutually beneficial deadline for removal.

RECOMMENDATION(S)

Town of Algoma Administrator recommends approval of Item 7: Certified Survey Map for 3420 W 9th Street with the following conditions:

1. CSM properly state that non-conforming structures be removed with follow up documentation regarding mutually agreeable timeline for removal.

