

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MINUTES
January 10, 2024
Algoma Town Hall, 15 N. Oakwood Road, Oshkosh, WI 54904**

The Planning Commission meeting was called to order by Chairman Martin at 6:00 p.m.

The following members were present: Linda Kollmann, Dan Martin, Bill Van Aacken, and Kyle Kehoe.

The following members were excused: Ethan Firgens and Mark Thompson.

The following staff member was present: Administrator Richard Heath.

On a motion by Chairman Martin and seconded by Member Kehoe, passed on a voice vote, the minutes from the December 13, 2023 meeting were approved.

Chairman Martin asked Administrator Heath to provide an overview of the Certified Survey Map for Parcel 002-0372 that was submitted by Jeffrey and Sandra Rogge. Mr. Heath stated that since this parcel is located within the Joint Town/City Extraterritorial Planning Zone, the CSM needed to be approved by the Joint Town/City ETZ Committee. He added that the Joint committee met on January 2, 2024 to approve the rezone of the parcel from A-2ETZ to R-1ETZ to accommodate the dividing of the larger 40-acre parcel to create a second residential lot. The City of Oshkosh and Winnebago County will also need to approve the proposed new CSM. Chairman Martin asked if there were any questions from the members and there were none.

On a motion by Member Kehoe and seconded by Member Kollmann, passed on a voice vote, the Planning Commission recommends approval by the Town Board for the proposed CSM for Parcel 002-0372.

Chairman Martin noted that Mr. Eric Hoffman has submitted a preliminary CSM for the Planning Commission members to review. Chairman Martin referred to Mr. Heath's staff report to the Planning Commission that the CSM creates four residential lots on Parcel 002-0172, and Mr. Hoffman's initial request is to rezone the 3.10-acre parcel from A-2 to R-2. This rezone to low density residential is consistent with the Town's approved Future Land Use Map. Chairman Martin asked the members if they had any questions or concern with the rezoning of the property, and no one had any issues with the request to rezone the parcel.

On a motion by Member Kehoe and seconded by Member Van Aacken, passed on a voice vote, the Planning Commission recommends approval by the Town Board to rezone Parcel 002-0372 from A-2 to R-2.

Administrator Heath stated that he has been in contact with Mr. Hoffman to obtain additional information that is needed to support the CSM for Parcel 002-0172, such as drainage, location of existing utility easements, availability of water and sewer service, whether these parcels will be a part of an HOA, confirmation of driveway locations, and any need for environmental remediation since it was the location of a farm at one point. Mr. Heath added that each member of the Planning Commission received a copy of an email from Mr. Hoffman addressing these topics, as well as comments from Town

Engineer, Phil Kleman. Mr. Hoffman explained that the four lots maximize the use of the parcel, and that drainage should not be an issue. There was discussion on the location of the driveways for each of the parcels to ensure there is sufficient space between each and that they stay away from the curves on Pierce Lane. Chairman Martin asked if there were any addition concerns that the members had regarding the preliminary CSM submitted by Mr. Hoffman for Parcel 002-0172. There were no additional concerns, so Mr. Hoffman stated he would work with his survey to add the utility easements, location of the driveways, and to alter the lot line between Lots 3 and 4 to allow for more space for a driveway for Lot 3. Mr. Heath explained that once these changes were made to the preliminary CSM, Mr. Hoffman can bring a final draft back to the Planning Commission for their review and approval at their February 14, 2024 meeting.

On a motion by Member Kehoe and seconded by Member Kollmann, passed on a voice vote, the Planning Commission supports the resubmission of a final version of the CSM for Parcel 002-0172 based on the comments provide to Mr. Hoffmann.

On a motion by Member Kollmann and seconded by Member Kehoe, passed on a voice vote, the Planning Commission adjourned at 6:23 p.m.

Respectfully submitted,
Richard Heath
Administrator