TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MINUTES
October 9, 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: Mark Thompson, Dan Martin, Linda Kollman, Mike Skoglind, and Kyle Kehoe.

The following member was excused: Bill Van Aacken.

The following member was unexcused: Ethan Firgens.

The following staff members were present: Administrator Maggie Mahoney and Town Attorney Tyler Pluff.

On a motion by Commissioner Thompson and seconded by Commissioner Kehoe, passed on a unanimous 5-0 voice vote, the minutes from the August 14, 2024 meeting were approved.

Administrator Mahoney provided an overview of agenda Item 4, Certified Survey Map by petitioner Troy Hewitt, Robert E. Lee & Assoc, Inc, on behalf of OSMS Real Estate to combine parcels 002141406, 0021415, 0021416, and 002025924 into one parcel. The petitioner was in attendance. Commissioner Skoglind asked about the restrictive covenants referred to on the CSM. Mr. Hewitt stated that the restrictive covenants addressed the setbacks and landscaping on the lots; in particular, no cutting mature trees to maintain the landscape buffer. Mr. Hewitt stated he would forward a copy of the restrictive covenants to the Town for review. There was no further discussion. A motion was made by Commissioner Kehoe and seconded by Commissioner Kollman for the Planning Commission to recommend approval to the Town Board of the Certified Survey Map by petitioner Troy Hewitt, Robert E. Lee & Assoc, Inc, on behalf of OSMS Real Estate to combine parcels 002141406, 0021415, 0021416, and 002025924 into one parcel as presented. A voice vote was taken and unanimously approved the motion 5-0.

Administrator Mahoney provided an overview of agenda Item 5, Conditional Use Permit by petitioner Richard Jordan for a light industrial major home occupation at 161 Kirkwood Drive, Oshkosh, parcel 002024017, in the R-1 Rural Residential District. The petitioner was not in attendance at the time of discussion of this agenda item but did arrive at the meeting shortly thereafter. Administrator Mahoney confirmed she had met and talked with the petitioner multiple times and that he is working on obtaining another location to lease. There was general discussion amongst the commission on the business activities including traffic and noise. Attorney Pluff explained the conditional use permit process and clarified that any recommendations the Town makes to the County are advisory only not enforceable by the Town. The commissioners discussed adding a condition on the business hours. There was no further discussion. A motion was made by Chairman Martin and seconded by Commissioner Thompson for the Planning Commission to recommend approval to the Town Board to approve the Conditional Use Permit for a major home occupation to Richard Jordan at 161 Kirkwood Drive, Oshkosh, parcel 002024017, in the R-1 Rural Residential District with the following conditions:

1. The permit be valid for one year after date of permit approval.
2. Business hours of operation are allowed between 7:00 am and 5:00 pm.

Administrator Mahoney provided an overview of agenda Item 6, Certified Survey Map by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services to divide two parcels, 00200910101 and 002009101, into three parcels. The petitioner was in attendance. Administrator Mahoney discussed access to all the lots and noted that that should the site plan not come to fruition, an access could easily be added to Lot 2 along East Way Drive, so approval of the CSM would not create an inaccessible lot. The petitioner had a presentation board and showed access for the lots to the commissioners. There was no further discussion. A motion was made by Commissioner Thompson and seconded by Commissioner Skoglind for the Planning Commission to recommend approval to the Town Board of the Certified Survey Map by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services to divide two parcels, 00200910101 and 002009101, into three parcels. A voice vote was taken and unanimously approved the motion 5-0.

Administrator Mahoney provided an overview of agenda Item 7, Site Plan by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services for a Tommy's Express Car Wash at 2100 Omro Road, Oshkosh, parcel 00200910101. The petitioner was in attendance with three other individuals with the project design and planning team. The commissioners asked the project team questions about the carwash operations including hours of operation (7:00am to 7:00pm, 7 days a week) and volume and flow of traffic to the carwash. Commissioners Thompson and Kollman discussed their concerns with the in and out traffic at the southwest Brooks Lane driveway for the site. Specifically, the speed of traffic coming off of the WIS 21 roundabout into that corner and potential issues with cars pulling in and out of that driveway. Commissioner Skoglind questioned that southwest corner of the lot for piling snow could be a hazard for cars pulling out onto Brooks Lane. There was discussion between the petitioner team and the commissioners about making that southwest access an entrance only driveway and the newly created driveway along East Way Drive could be used to exit, as well as the other two driveways onto Abraham Lane. The petitioner team stated they could make that work. The project engineer described the drainage plan for the site and provided a summary of the calculations. Administrator Mahoney confirmed that a site plan review had occurred with representatives from the Town, the Town of Algoma Sanitary District #1, and the carwash project team. There was no further discussion. A motion was made by Commissioner Kollman and seconded by Commissioner Kehoe for the Planning Commission to recommend approval to the Town Board of the Site Plan by petitioner Peter Schwabe, Inc, on behalf of Killian Management Services for a Tommy's Express Car Wash at 2100 Omro Road, Oshkosh, parcel 00200910101 with the condition that the southwest driveway access on Brooks Lane be entrance only. A voice vote was taken and unanimously approved the motion 5-0.

On a motion by Commissioner Thompson and seconded by Commissioner Kehoe, passed on a unanimous voice vote, the Planning Commission adjourned at 6:58 p.m.

Respectfully submitted,
Maggie Mahoney, Administrator