APPROVED 3/12/25

TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MINUTES
February 12, 2025
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, Bill Van Aacken, Mike Skoglind, Kyle Kehoe, Linda Kollman, and Sherri Maruska.

The following staff members were present: Administrator Maggie Mahoney.

On a motion by Commissioner Van Aacken and seconded by Commissioner Kehoe, passed on a unanimous 7-0 voice vote, the minutes from the December 11, 2024 meeting were approved.

Chairman Martin provided an overview of agenda Item 4, Site Plan for OSMS facility. The petitioner, Brandon Robaidek, and OSMS owner, Dr. Luke Fraundorf, were present. Administrator Mahoney explained the recommended condition that is included to fulfill the town's MS4 requirements. Commissioner Thompson asked for clarification on where the storm water drainage is going and noted that the ordinal directions as listed on the elevations page of the plans were not correct. Mr. Robaidek addressed his questions. Commissioner Kehoe asked for confirmation that there will be two entrances onto S. Oakwood. Commissioner Thompson asked about signage and Mr. Robaidek explained that currently there would just be signs on the building as shown but there would be room for a monument sign along S. Oakwood—that sign is not shown on the site plan to meet the landscaping requirements. Commissioner Thompson asked about the windows shown on the basement. Mr. Robaidek confirmed there is a pit on that level and windows are included. There was further discussion with Mr. Robaidek and the commission on storm water drainage and the location of the underground storm water system. 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 site plan by petitioner Brandon Robaidek, Robert E. Lee & Associates, Inc on behalf of OSMS Real Estate for an OSMS facility at 200 S. Oakwood Road, Oshkosh, 54904 with the condition that the Stormwater Management Practices Maintenance Agreement between the developer and Winnebago County is signed and recorded. A voice vote was taken and unanimously approved the motion 7-0.

Chairman Martin provided an overview of agenda Item 5, the Planning Commission Appointments and Structure. Administrator Mahoney explained that the terms presented were thoroughly researched are accurate and explained the process that an application is required annually by March 15 for any reappointments. She also explained that the chair and vice chair need to be elected annually following the April appointments and noted that currently there is no vice chair and asked if the commission wanted to elect one at this meeting. The Commission

discussed and decided they did not want to elect a vice chair at this time and would wait until after the April appointments, so there was no action taken for ITEM 6 to elect a vice chair.

On a motion by Commissioner Thompson and seconded by Commissioner Kehoe, passed on a unanimous voice vote, the Planning Commission adjourned at 6:20 p.m.

Respectfully submitted,
Maggie Mahoney, Administrator