

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MINUTES
December 10, 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: Dan Martin, Bill Van Aacken, Mike Skoglund, Linda Kollmann, Scott Fischer, Kyle Kehoe, and Sherri Maruska.

The following staff members were present: Administrator Maggie Mahoney.

On a motion by Commissioner Kehoe and seconded by Commissioner Van Aacken, passed on a unanimous 7-0 voice vote, the minutes from the October 8, 2025 meeting were approved.

Chairman Martin introduced agenda Item 4, a request by property owner Randy D. Stafford to amend the Planned Development District to include an additional dwelling by remodeling the existing garage into a living space on parcel 002-0185-03. Mr. Stafford was in attendance. Administrator Mahoney gave an overview of the item and the analysis of the PDD amendment request as stated in her memo. She explained that the conditions recommended by staff are the same that were approved in 2021. Commissioner Kollmann asked for clarification whether or not this was a duplex. Mr. Stafford explained that it is not a duplex—it is a separate single-family residence because the buildings are not connected. He confirmed that it is a rental. Commissioner Kehoe asked if it will be a long term/permanent rental or short term rental. Mr. Stafford stated it will be used by family for now but possibly a short-term rental in the future. The Planning Commission briefly discussed. A motion was made by Commissioner Kehoe and seconded by Commissioner Van Aacken for the Planning Commission to approve a recommendation to the Town Board to approved the request by Randy D. Stafford to expand an existing Planned Development District to include an additional living space in an existing garage on parcel 002-0185-03 conditioned upon all building permits are obtained and maintained through the completion of the project and all conditions and sanitary permits are maintained as required for licensure.” A voice vote was taken and approved the motion 7-0.

Chairman Martin introduced agenda Item 5, Comprehensive Outdoor Recreation Plan 2026-2030. Carmen Ebert with East Central Wisconsin Regional Planning Commission presented the CORP. The Planning Commission briefly discussed. They asked questions about the survey rollout, number of responses, and boat landing ownership, operations and improvements. Commissioner Skoglund asked about the connection between developments and the CORP for park/trail dedications and the park impact fees. There was discussion about private versus public trails and who maintains them. Administrator Mahoney stated that there is not a comprehensive trail map for the town right now and creating one is one of the goals of the CORP. Commissioner Kehoe asked about the large ranges/variations for project costs. Ms. Ebert explained that it is meant as an estimate and the actual cost will depend on the scope of the project and type of amenity. A motion was made by Commissioner Van Aacken and seconded by Commissioner Kollmann to recommend approval to the Town Board of Resolution 2025-7 A Resolution to Adopt the Comprehensive Outdoor Recreation Plan. A voice vote was taken and approved the motion 7-0.

Chairman Martin introduced agenda Item 6, Winnebago County Comprehensive Future Land Use Plan 10-year Update. Administrator Mahoney explained the process, timeline for review and resources for providing feedback back to the county and noted the emphasis on housing. The Planning Commission briefly discussed. This item was for discussion only.

Chairman Martin introduced agenda Item 7, Planning Commission Update. Administrator Mahoney gave an update on 2025 activities and presented the 2026 calendar of meetings which includes submission deadlines.

On a motion by Commissioner Maruska and seconded by Commissioner Kehoe passed on a unanimous voice vote, the Planning Commission adjourned at 6:54 p.m.

Respectfully submitted,
Maggie Mahoney, Administrator