

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MEETING
15 N. Oakwood Road, Oshkosh, WI 54904
Wednesday, June 10, 2026 at 6:00 pm.**

AGENDA

The Commission may discuss and act on the following:

1. **Call to Order.**
2. **Roll Call.**
3. **Discussion and possible action re:** Minutes from April 15, 2026.
4. **Discussion and possible action re:** Certified Survey Map by petitioner Jim Merrill to combine parcels 002-066301, 002-0036, and 002-0035 on Oakwood Lane into one parcel.
5. **Discussion and possible action re:** Elect Planning Commission Officers:
 - a. Chair
 - b. Vice Chair
 - c. Recording Secretary/Planning Coordinator
6. **Discussion only:** Planning Commission Organizational Information
7. **Adjourn.**

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.

Posted: June 2, 2026

Posted at: Town of Algoma Hall, www.townofalgoma.org.

**TOWN OF ALGOMA
WINNEBAGO COUNTY, WISCONSIN
PLANNING COMMISSION MINUTES**

April 15, 2026

Algoma Town Hall, 15 N. Oakwood Road, Oshkosh, WI 54904

The Planning Commission meeting was called to order by Vice Chair Kehoe at 6:00 p.m.

The following members were present: Bill Van Aacken, Mike Skoglund, Linda Kollmann, Scott Fischer, Kyle Kehoe, and Sherri Maruska.

The following members were excused: Dan Martin

The following staff members were present: Administrator Maggie Mahoney.

On a motion by Commissioner Kollmann and seconded by Commissioner Maruska, passed on a unanimous 6-0 voice vote, the minutes from the February 11, 2026 meeting were approved.

Vice Chair Kehoe introduced agenda Item 4, a variance request by petitioner Vienola Properties, LLC, on behalf of 1310 E Main Street LLC to reduce setbacks to build a house on parcel 002-002804. Dave Vienola was in attendance. Administrator Mahoney gave an overview of the item and analysis of the proposed variance for reductions to setbacks as stated in the memo. The proposed setbacks are shore yard 61.38 feet, rear yard 12.67 feet, and road right of way 21.94 feet. The commission discussed briefly and noted the similarity of the proposed setbacks to the house directly to the north. A motion was made by Commissioner Van Aacken and seconded by Commissioner Fischer for the Planning Commission to approve a recommendation to the Town Board to approve *the variance request by petitioner Vienola Properties, LLC, on behalf of 1310 E Main Street LLC to reduce setbacks to build a house on parcel 002-002804*. A voice vote was taken and approved the motion 6-0.

Vice Chair Kehoe introduced agenda Item 5, the Springhetti Lake Phase 1 Final Plat by petitioner Scott Anderson, Davel Engineering, on behalf of Dan Springhetti. Administrator Mahoney introduced the property owner, Dan Springhetti, and project engineer, John Davel. Administrator Mahoney gave a brief overview of the history of the project and request for the first phase final plat per the memo. She noted that a revised plat dated 4/15/26 had been submitted earlier that day and walked the commission through the changes that were made at the town's request. Dan Springhetti addressed questions from the commission regarding subsequent phases, driveways and berms for lots 1-12, construction timeline, soil condition, and other general project and property characteristics. Administrator Mahoney presented a revised list of conditions based on the revised plat dated 4/15/26. A motion was made by Commissioner Maruska and seconded by Commissioner Kollman for the Planning Commission to approve a recommendation to the Town Board to approve the Phase 1 Final Plat for Springhetti Lake subject to the following conditions:

1. *Preliminary Plat Approval for Phase 1. The following are the remaining conditions of the preliminary plat for this phase to be met:*
 - *Confirmation that utilities can service these parcels, to include approval of annexation of parcels 002-0020, 002-0027, and 002-002701 into Algoma Sanitary District #1.*
 - *Execution of a developer's agreement between the Developer and the Town.*

- *Review and approval of an erosion control/grading/stormwater management plan for the proposed subdivision by Winnebago County.*
- 2. *Confirmation of easements and any additional provisions for Algoma Sanitary District #1.*
- 3. *Financial guarantee for the cost for the sediment basin on Lot 1.*
- 4. *All agreements are covenants running with the land.*
- 5. *The developer agreement cannot be assigned to another person/entity without the Town's permission.*
- 6. *Review and approval by Winnebago County Planning and Zoning.*
- 7. *Review and approval by the State of Wisconsin Department of Administration, or its successor department.*
- 8. *Review and approval by any other objecting agency.*

A voice vote was taken and approved the motion 6-0.

Vice Chair Kehoe introduced agenda Item 6, an overview of the town projects at 3695 Leonard Point Road. Administrator Mahoney gave an overview of the Leonard Point Pond project and explained the town action requests to create the two outlots and rezone them for the pond and right of way acquisition for the Leonard Point Road reconstruction project.

Administrator Mahoney gave an analysis of the town request for approval of the CSM to create 2 outlots per her memo. A motion was made by Commissioner Van Aacken and seconded by Commissioner Kollmann for the Planning Commission to approve a recommendation to the Town Board to approve the Certified Survey Map by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to create 2 outlots at 3695 Leonard Point Road, parcel 002-0021. A voice vote was taken and approved the motion 6-0.

Administrator Mahoney gave an analysis of the town request for to rezone Outlot 1 and Outlot 2 per her memo. A motion was made by Commissioner Van Aacken and seconded by Commissioner Skoglund for the Planning Commission to approve a recommendation to the Town Board to approve the request by petitioner Maggie Mahoney, Town of Algoma, on behalf of Bruce and Joan Donner, to rezone Outlot 1 and Outlot 2 at 3695 Leonard Point Road, parcel 002-0021, from A-2 General Agriculture District to R-1 Rural Residential District. A voice vote was taken and approved the motion 6-0.

Vice Chair Kehoe introduced agenda Item 7, Winnebago County Comprehensive Future Land Use Plan 10 year Update. Administrator Mahoney provided an update and noted there is a survey link in the memo and all are encouraged to take the survey. This item was for discussion only.

Vice Chair Kehoe acknowledged this is Commissioner Kollmann's last meeting and thanked her for her service to the town by serving on the planning commission.

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

Respectfully submitted,
Maggie Mahoney, Administrator



AGENDA MEMORANDUM

To: Planning Commission Chairperson and Members

From: Maggie Mahoney, Administrator

Date: June 10, 2026

RE: **ITEM 4: Discussion and Possible Action re:** Certified Survey Map by petitioner Jim Merrill to combine parcels 002-066301, 002-0036, and 002-0035 on Oakwood Lane into one parcel.

GENERAL INFORMATION:

Petitioner & Owner: Jim Merrill
2928 Oakwood Lane
Oshkosh, WI 54904

Past Planning Discussion(s): None

Action Requested: Petitioner is requesting approval of the Certified Survey Map to combine three parcels into one parcel.

Property Location and Type:

The subject properties are contiguous, owned by the same property owner, and are all zoned R-1 Rural Residential. Two of the lots currently meet the dimensional requirements, one does not (is too small) in this zoning district. All lots are accessible. The property owner wants to combine the three parcels to construct a new home on the one, newly created parcel.

These parcels are in the protected area of the boundary agreement with the City of Oshkosh.

ANALYSIS:

The proposed change, as stated above, would combine three contiguous parcels into one parcel and will bring the smallest parcel into conformance with dimensional standards for the R-1 Rural Residential Zoning District. The dimensional standards for this district per

Chapter 23: Town/County Zoning of the Winnebago County Municipal Code, Exhibit 8-2 are as follows:

R-1 Rural residential district (nonsubdivided)		
	Single-family	Nonresidential
Lot size, minimum [3]:	43,000 sq. ft. for an unsewered lot; 12,000 sq. ft. for a sewered lot	43,000 sq. ft.
Lot size, maximum:	no limitation	no limitation
Lot width, minimum:	200 ft. for an unsewered lot; 85 ft. for a sewered lot	200 ft.
Road frontage, minimum:	33 ft.	200 ft. for an unsewered lot; 33 ft. for a sewered lot
Separation between detached buildings, minimum:	10 ft.	10 ft.
Yard setback: [6,7]		
Street yard, minimum:	30 ft.	30 ft.
Side yard, minimum: [5]	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building	7 ft. on one side and 10 ft. on the other for a principal building; 3 ft. for a detached accessory building
Rear yard, minimum:	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley	25 ft. for a principal building; 3 ft. for a detached accessory building or 5 ft. to an alley
Building height:		
Principal building, maximum:	35 ft.	35 ft. [4]
Accessory building, maximum:	18 ft.	18 ft.
Floor area ratio, maximum:	no limitation	no limitation
Floor area:		
Principal building, minimum:	1,000 sq. ft. of living space	no limitation
Accessory area, maximum:	1,800 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]; 1 percent of lot area for buildings related to household livestock	1,500 sq. ft. plus 1 percent of the lot area in excess of the minimum lot size [1]
Number of detached accessory buildings, maximum:	no limitation	2 [2]

The proposed lot appears to meet the dimensional requirements and does not conflict with any local, county, or regional plans.

RECOMMENDED ACTION:

Staff recommend approval of the Certified Survey Map by petitioner Jim Merrill to combine parcels 002-066301, 002-0036, and 002-0035 on Oakwood Lane into one parcel as presented.

ATTACHMENTS:

1. GIS map of parcels
2. Certified Survey Map of proposed lot
3. Town Application

N



PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2, IN SECTION 8, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

WITNESS CORNER TO THE EAST 1/4
CORNER
SECTION 8, T18N-R16E
ALUMINUM MONUMENT FOUND

■ 1-1/4" O.D. IRON PIPE SET, 18" LONG,
WEIGHING 1.130 LBS. PER LIN. FOOT

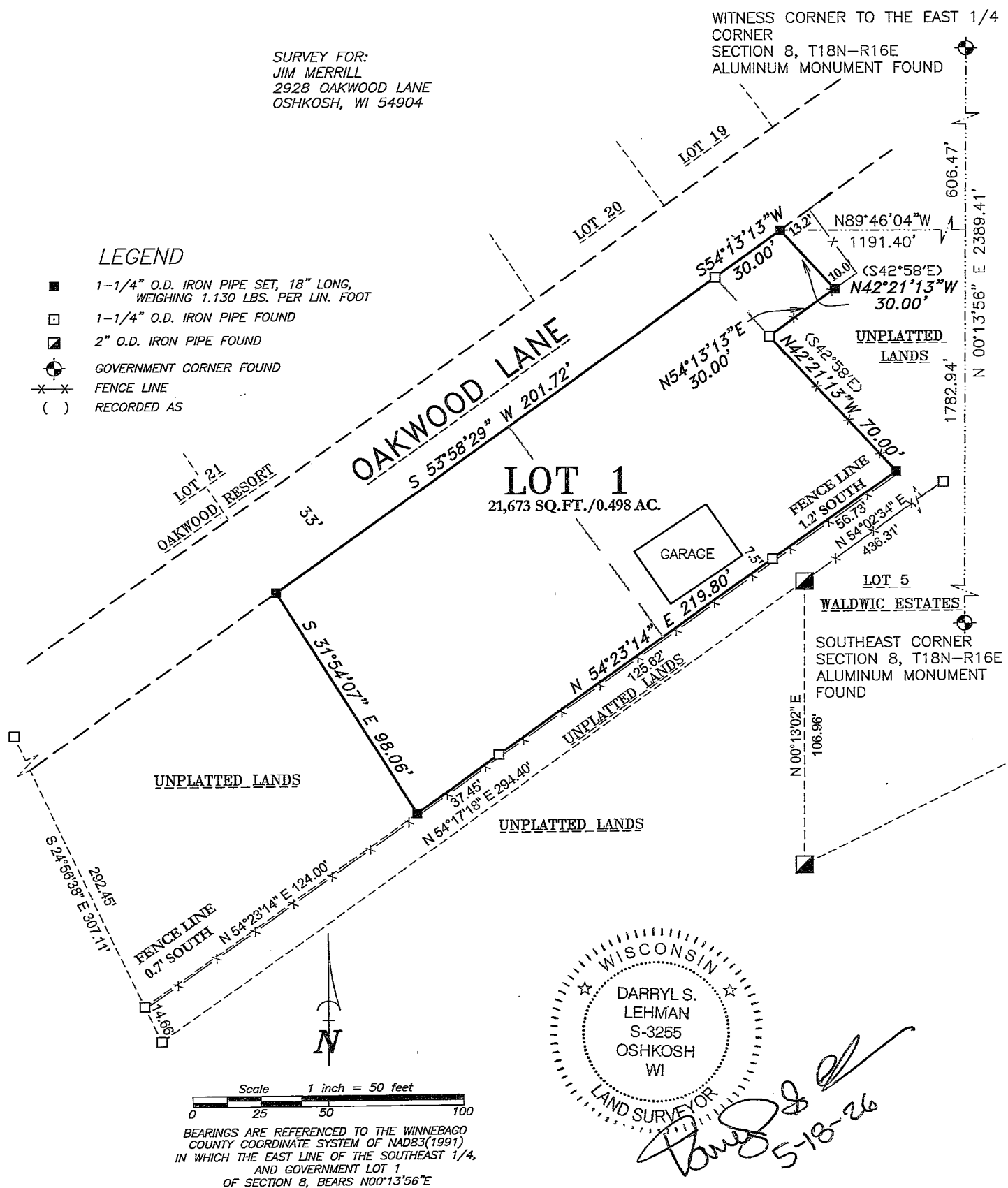
□ 1-1/4" O.D. IRON PIPE FOUND

■ 2" O.D. IRON PIPE FOUND

⊗ GOVERNMENT CORNER FOUND

—X—X— FENCE LINE

() RECORDED AS



m. e.

Planning
Environmental
Surveying
Engineering
Architecture

This instrument was drafted by: DSL

Certified Survey Map

PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2, IN SECTION 8, TOWNSHIP 18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Darryl S. Lehman, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped, at the direction of Jim Merrill, part of Government Lot 1 and Government Lot 2 in Section 8, Township 18 North, Range 16 East, Town of Algoma, Winnebago County, Wisconsin, described as follows:

Commencing at the Southeast corner of said Section 8; thence North 00 degrees 13 minutes 56 seconds East 1782.94 feet, along the East line of the Southeast 1/4 and Government Lot 1; thence North 89 degrees 46 minutes 04 seconds West 1191.40 feet, to the point of beginning; thence South 54 degrees 13 minutes 13 seconds West 30.00 feet, along the South right-of-way line of Oakwood Road; thence South 53 degrees 58 minutes 29 seconds West 201.72 feet, along the said South right-of-way line; thence South 31 degrees 54 minutes 07 seconds East 98.06 feet; thence North 54 degrees 23 minutes 14 seconds East 219.80 feet; thence North 42 degrees 21 minutes 13 seconds West 70.00 feet; thence North 54 degrees 13 minutes 13 seconds East 30.00 feet; thence North 42 degrees 21 minutes 13 seconds West 30.00 feet, to the point of beginning.

That I have fully complied with Chapter 236.34 of the Wisconsin Statutes in surveying, dividing, and mapping the same and the Town of Algoma, and Winnebago County Subdivision Ordinances.

This map is a correct representation of all of the exterior boundaries of land surveyed and the division thereof.

Given under my hand this 18th day of May, 2026.

Darryl S. Lehman, PLS-3255



Winnebago County Planning and Zoning Committee Certificate:

Pursuant to the Land Subdivision Regulations of the County of Winnebago, Wisconsin, all the requirements for approval have been fulfilled. This Minor Subdivision was approved by the Winnebago County Planning and Zoning Committee on _____ day of _____, 2026.

Chairman, Planning and Zoning Committee

This CSM is contained wholly within the property described in the following recorded instruments:

Owner(s) of record	Document(s)	Parcel Number(s)
James Merrill	1966292	0020035
Peggy Merrill		0020036
		002066301

Certified Survey Map

PART OF GOVERNMENT LOT 1 AND GOVERNMENT LOT 2, IN SECTION 8, TOWNSHIP
18 NORTH, RANGE 16 EAST, TOWN OF ALGOMA, WINNEBAGO COUNTY, WISCONSIN.

OWNERS CERTIFICATE:

As owner, I the undersigned, hereby certify that I caused the land above described to be surveyed, divided,
and mapped all as shown and represented on this map.

James Merrill _____ Date _____

Peggy Merrill _____ Date _____

State of Wisconsin)
)SS
Winnebago County)

Personally came before me on the _____ day of _____, 2026, the above owners to me known to
be the persons who executed the foregoing instrument and acknowledge the same.

_____ My Commission Expires _____

Treasurer's Certificate:

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

Town Treasurer _____ Date _____ County Treasurer _____ Date _____

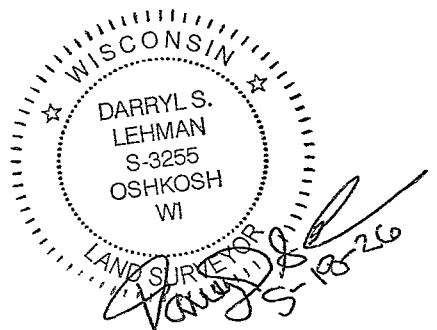
Print Name _____ Print Name _____

Town Board Approval:

We hereby certify that the Town of Algoma has reviewed and approved this certified survey map.

Town Chairman _____ Date _____ Town Clerk _____ Date _____

Print Name _____ Print Name _____



Site Plan Review/Plan Commission General Application

APPLICANT INFORMATION

Petitioner: Jon Merrill Date: 5/18/26

Petitioner's Address: 2928 Oakwood Lane City: Oshkosh State: WI Zip: 54904

Telephone #: [REDACTED] Fax: () [REDACTED] Other Contact # or Email: [REDACTED]

Status of Petitioner: (owner), representative, tenant, or prospective buyer: [REDACTED]

OWNER INFORMATION

Owner(s): [REDACTED] Date: [REDACTED]

Owner(s) Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Telephone #: () [REDACTED] Other Contact # or Email: [REDACTED]

Ownership Status (Individual, Trust, Partnership, Corporation, or LLC): [REDACTED]

Property Owner Consent (required)

By signature hereon, I/We acknowledge that Town officials and/or employees may, in the performance of their functions, enter upon the property to inspect or garner other information necessary to process this application. I also understand that all meeting dates are tentative and may be subject to change for incomplete submissions or other administrative reasons.

Property Owner's Signature: [REDACTED] Date: 5/28/26

SITE INFORMATION

Address/Location of Proposed Project: 2971 Oakwood Lane

Current Use of Property: Garage / Vacant Zoning: R-1

Land Uses Surrounding Your Site: North: Lake Residents

South: Vacant

East: Vacant

West: Vacant

Projected Timeline: [REDACTED]

Project Description: Combine 3 tax parcels into 1 via a certified survey map. A new home will be built on the lot.

Note: The Town of Algoma or a duly appointed official maintain the right to cancel this agreement if the applicant has been deemed in violation of this agreement or Town of Algoma Municipal Code. No refund will be provided.



AGENDA MEMORANDUM

To: Planning Commission Chairperson and Members

From: Maggie Mahoney, Administrator

Date: June 10, 2026

RE: **ITEM 5: Discussion and possible action:** Elect Planning Commission Officers

The Planning Commission shall elect officers annually following the April appointments by the Town Board. *See attached town code for the descriptions for each position.*

Each officer should be elected by a separate motion:

A. Chair

Dan Martin is the Town Board member of the Planning Commission and incumbent.

B. Vice Chair

Kyle Kehoe is the incumbent.

C. Recording Secretary/Planning Coordinator

The Town Administrator has filled this role and recommends continuing for practical reasons. Should the Planning Commission agree, the following motion may be made:

“Motion to confirm Administrator Mahoney as the Recording Secretary/Planning Coordinator of the Planning Commission.”

Here are the current Planning Commission Membership and Terms:

Position	Name	Term Ends
Chair	Dan Martin	April 2027
Member	Kyle Kehoe	April 2027
Member	Mike Skoglund	April 2027
Member	Bill Van Aacken	April 2028
Member	Scott Fischer	April 2028
Member	Sherri Maruska	April 2029
Member	Loren Potter	April 2029

ATTACHMENTS:

1. Town Code 9-9, Officers of the Planning Commission

§ 9-9. Officers.

- A. Chair. The Chair shall be selected by the Commission members each April and shall:
- (1) Preside at all meetings of the Commission.
 - (2) Call special meetings of the Commission. Written notice of such special meetings shall be delivered to each Commission member no less than 48 hours prior to the meeting. If personal delivery of notice is not possible, such notice may be affixed in a conspicuous place to the Commission member's residence.
 - (3) Establish agenda.
 - (4) Sign documents authorized by the Commission and the Town Board.
 - (5) Conduct all Commission meetings in accordance with Robert's Rules of Order.
- B. Vice Chair. The Commission shall elect a Vice Chair who, in the absence, disability or disqualification of the Chair, shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.
- C. Recording Secretary/Planning Coordinator. The Commission shall elect a Recording Secretary/Planning Coordinator whose duties and powers shall be to:
- (1) Keep the minutes of all meetings of the Commission in an appropriate minute book.
 - (2) Give or serve all notices required by law.
 - (3) Prepare the agenda for all meetings of the Commission at the Chair's direction.
 - (4) Be custodian of Commission records.
 - (5) Inform the Commission of correspondence relating to business of the Commission and distribute such correspondence.



AGENDA MEMORANDUM

To: Planning Commission Chairperson and Members

From: Maggie Mahoney, Administrator

Date: June 10, 2026

RE: **ITEM 6: Discussion only:** Planning Commission Organizational Information

General information and discussion about the Planning Commission for the members to include brief overview on:

- Role and responsibilities
- Communication Expectations
- Wisconsin Open Meetings/Public Records
- Meeting Procedures and Agenda Process