

Special Board Meeting

**TOWN OF VINLAND
6085 COUNTY ROAD T, OSHKOSH, WI**

Monday, June 29, 2026 @ 6:30pm

DISCUSS/TAKE ACTION:

1. Ordinance# 2026-005; Chapter 361/ Subdivision on Land ordinance amendment
2. Resolution# 006-2026: Text Code amendment for Winnebago Co Planning & Zoning: Chapter 23, Article 7, Division 1, section 23.7-3(10)
3. Conger Court road repair
4. Potholes on Maxwell Rd
5. Culvert repair on Woodenshoe Rd

No other matters will be discussed.

ADJOURN

Karen Brazee
Clerk/Treasurer

Please note, 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 services, please contact the Clerk/Treasurer at (920)235-6953. Minutes from the meeting will be a summarization and not transcribed.

Agenda is posted on Thursday, June 25, 2026 by the order of the Town Chairman on the town website: townofvinlandwi.gov and on the townhall foyer posting board and posting board located at 2925 County Rd G

ORDINANCE 2026–005

AN ORDINANCE TO AMEND THE TOWN OF VINLAND’S SUBDIVISION OF LAND ORDINANCE, CHAPTER 361 OF THE TOWN CODE

WHEREAS, the Town Board of the Town of Vinland has authority under its village powers under s.60.22, Wis. Stats. and under s. 66.1001(4)(c) to adopt this ordinance; and

WHEREAS, the Town of Vinland has an adopted Subdivision of Land Ordinance

WHEREAS, the State of Wisconsin 2025 Act 68 requires local land division ordinance amendments

WHEREAS, the amendments required by the State of Wisconsin 2025 Act 68 have been reviewed and approved by the Town of Vinland Planning Commission

WHEREAS, this Ordinance adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, provides for the adoption by the Town of Vinland

NOW, THEREFORE BE IT RESOLVED, that the Town of Vinland Board does hereby adopt the required amendments of State of Wisconsin 2025 Act 68 to its Subdivision of Land Ordinance, Chapter 361 of the Town Code.

BE IT FURTHER RESOLVED, that the Town Clerk shall properly post this ordinance as required under s. 60.80 Wis. Stats. and a copy of the Town Ordinance, Subdivision of Land, Chapter 361 with required amendments shall be filed with at least the entities specified under s. 66.1001(4)(b), Wis. Stats.

Adopted this 28th day of June, 2026 by the Town Board of the Town of Vinland.

Posted: _____

Don O’Connell, Chairman

ATTEST:

Karen Brazee, Town Clerk/Treasurer

Date: Wed, Jun 24, 2026 at 11:40 AM

Subject: RE: Message from "RNP002673C67B68"

To: Chair Town of Vinland <chair@townofvinlandwi.gov>

Good morning Don,

We have reviewed your draft version of the Town's updated subdivision chapter. For the most part, your proposed changes were appropriate to comply with 2025 Wisconsin Act 68, which amends Chapter 236 of the Wisconsin Statutes. We only made a few further revisions, summarized below:

1. Section 361-20: moved the provision regarding non-binding conceptual review to the introductory paragraph rather than under sub(A) for organization/clarity. This language originally following the sentence that says "when it is proposed to divide land into 10 or more lots..." when the pre-submission consultation provision of the statute really applies to any type of subdivision, so we think it is better as the first paragraph of this section.
2. Section 364-24(2): added references to the appropriate Wisconsin statutes regarding recording a final plat. For example, "subject to sub.(2)" now reads "subject to Wis. Stat 236.25(2)" so it is clear that this is referring to state statute and not an internal reference to the Town code.

Please let us know if you have any further questions regarding this new legislation.

ARTICLE I
Introduction

§ 361-1. Authority.

The provisions of this chapter are adopted by the Town of Vinland Town Board who has adopted village powers pursuant to the authority granted by Chs. 61 and 236, Wis. Stats. This chapter requires either a certified survey map or a subdivision plat to create new land parcels or lots in the Town of Vinland.

§ 361-2. Title.

This chapter shall be known as, referred to or cited as the "Town of Vinland Land Division/Subdivision Ordinance."

§ 361-3. Purpose and intent.

The purpose of this chapter is to regulate and control the division of land within the unincorporated areas of the Town of Vinland to:

- A. Promote the public health, safety and general welfare.
- B. Further the orderly layout and use of land.
- ~~C. Prevent the overcrowding of land.~~ C. To ensure that land is developed in a manner that supports healthy, livable communities.
- ~~D. Lessen congestion in the streets and highways.~~ D. To foster the development of a range of housing types.
- ~~E. Provide for adequate light and air.~~ E. To advance complete streets that prioritize safety, comfort and accessibility for pedestrians, cyclists, transit riders and motorists alike.
- F. Prevent the overcrowding of land
- G. Lessen congestion in the streets and highways
- H. Provide for adequate light and air
- I. Facilitate adequate provisions for water, sewerage and other public requirements.
- J. Provide for proper ingress and egress.
- K. Promote proper monumenting of subdivided land and conveyancing by accurate legal description.

§ 361-4. Interpretation and application.

- A. It is not intended by this chapter to repeal, abrogate, annul, impair or interfere with any existing easements, covenants, deed restrictions, agreements, ordinances, rules, regulations or permits previously adopted or issued pursuant to law. However, whenever this chapter imposes greater restrictions, the provisions of this chapter shall govern.
- B. In their interpretation and application, the provisions of this chapter shall be held to be minimum requirements and shall be liberally construed in favor of the Town and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes.

ARTICLE IV
Land Division Procedure

§ 361-20. Preliminary consultation.

When it is proposed to divide land into 10 or more lots or building sites by successive division, the subdivider shall subdivide in accordance with the following procedures. **Conceptual reviews and opinions provided under this section are not binding on the Town of Vinland or subdivider :**

- A. The subdivider shall have an initial consultation with the Town Plan Commission and any other people deemed necessary, including a sanitary district representative, Town Planner/Engineer, or County staff, before proceeding with platting procedures. The petitioner will be asked to submit a concept plan and meet with the Plan Commission on the site proposed for platting. The purpose of this consultation is to review the site together with the petitioner and establish the parameters, regulations and policies regarding the following issues:
- (1) The suitability of the site for development;
 - (2) The accessibility of the site;
 - (3) The availability of public facilities (sewer, school, parks, water, etc.) and public services (police, fire, etc.);
 - (4) Soil conditions and drainage patterns;
 - (5) The effect of the proposed development on any contemplated improvements;
 - (6) Zoning of the site and regulations that apply;
 - (7) Required public improvements; and
 - (8) Consistency with the Town's Land Use Plan.
- B. The subdivider shall submit a concept plan on a topographic survey map indicating the nature of the above conditions. The initial concept plan should take into account the intent of this chapter as well as any other reviewing agencies' comments obtained in contacts with the appropriate agencies. Additional meetings may be required if the concept plan needs to be significantly altered to meet the criteria identified in this chapter. **Concept plans or preliminary plats shall not be rejected on the basis that the plans are not final. However, the Planning Commission may approve conditionally the concept plan or preliminary plat on that basis and state in writing the conditions of approval as allowed under par. (A), including conditions that the final plans and reports are submitted.**
- C. The concept plan will be reviewed as it relates to:
- (1) Topography, based on a USGS quadrangle map;
 - (2) The improvements, designs, dedications, or reservations required by this chapter;
 - (3) Continuity to existing development within 300 feet of all boundaries;
 - (4) Regulations as set down by Ch. 236, Wis. Stats.;
 - (5) Consistency with the Town's Land Use Plan and any other Town ordinances and policies;
 - (6) An appropriate amount of conservation area based upon the zone in which it is located;

the Winnebago County Register of Deeds office within six months after the date of the last approval of the plat and within 24 months after the first approval. **** add following:

(2) Subject to Wis Stat 236.25(2), a final plat that has the approvals required under Wisconsin Statutes 236.10, or that is deemed approved under Wisconsin statutes 236.11, is entitled to be recorded. The Town of Vinland shall make a certificate to that effect on the face of the plat no later than 10 days after the subdivider submits the plat with certificates and affidavits required under sub. (2)(c) and (d).

- (4) The development of public land facilities shall be located in the vicinity of the land from which the funds are based. Such facilities shall be owned, operated and maintained by either the County or the Town.

D. Unimproved land.

- (1) The average value hereby established for the amount of undeveloped land, at the time of division (whether by platting or CSM) upon which trails are to be located as set forth in Subsection B(2) above shall be \$200 per lot or dwelling unit potential, whichever is greater, or as updated by resolution per Subsection C above. This lot/unit value is based upon \$15,000 per acre average for developable lands and \$1,000 per acre for wetlands.
- (2) Whenever the divider or the Town feels said average value unfairly represents the value of the specific tract being considered for dedication or for public purchase in lieu of dedication, the Town Assessor shall determine a fair value for the tract at the expense of the Town. If the Assessor's determination is not satisfactory to one of the parties, the Town shall contract an appraiser acceptable to both parties. The cost of this appraiser's services shall be divided equally between the parties. If the parties still cannot reach agreement on value, either party may appeal the matter to the Circuit Court of Winnebago County for resolution by the Court.

- E. Public land development fees. The average cost for public use space set forth in Subsection B(2) above shall be \$150 per lot or dwelling unit potential in the development.

- F. Appraisal requirements. If such lands or facilities have been acquired in whole or in part with Town funds, not totally from the nonlapsing fund established in Subsection C(3) of this section, then an appraisal of the land or facilities shall be prepared, and the Town Board may acquire said land for an amount not to exceed the appraised value less the amount of funds applied from the nonlapsing fund established in this section.

§ 361-57. Improvements.

- A. No construction or installation of improvements shall commence in a proposed subdivision until the final plat and a Town developer's agreement (as specified in § 361-21) has been approved and executed by the Town of Vinland. The subdivider shall file, along with the Town developer's agreement, a surety bond or other satisfactory security meeting the approval of the Town Board as a guarantee that such improvements will be completed by the subdivider or his subcontractors within the time limit established by the Town Board. The subdivider must have a Town-approved road or developer's agreement at the time of final plat approval. **Completion of acceptance of public improvements shall not be a condition of submitting, reviewing, approving or recording of a preliminary or final plat.**
- B. (1) Building permits for any type of structure will not be issued in an approved subdivision until the roads have met the requirements for issuance of building permits as set forth in the Town of Vinland Roads and Highways Ordinance.

2) Upon such substantial completion (of public improvements), any outstanding local building permits for home sites on the plat that meets the requirements of applicable building codes, zoning ordinances, and any other municipal regulations shall be released and may not be withheld solely because of the status of public improvements

Winnebago County Planning and Zoning Department

NOTICE OF PUBLIC HEARING PLANNING AND ZONING COMMITTEE June 30, 2026

TO WHOM IT MAY CONCERN:

The applicant(s) listed below has requested a Text Code Amendment which is regulated by the Town/County Zoning Code, Chapter 23. You are receiving this notice because this application or petition for action: 1. affects area in the immediate vicinity of property which you own; 2. requires your agency to be notified; 3. requires your Town to be notified; or 4. requires you, as the applicant, to be notified.

The Winnebago County Planning and Zoning Committee will be holding a Public Hearing on June 30, 2026 at 6:30 PM in Susan T. Ertmer Conference Room 120 of the David Albrecht Administration Building located at 112 Otter Ave, Oshkosh, WI.

All interested persons wishing to be heard at the Public Hearing may appear in person or via Microsoft Teams using the information below. A direct link to the Microsoft Teams Meeting is available on the Winnebago County Meetings and Agenda calendar on the above indicated date.

Microsoft Teams Meeting Information Link: <https://winnebagocowi.portal.civicclerk.com/>
Select the Agenda PDF on the meeting date and Click "Join Meeting Now"

For further detailed information concerning this notice, contact the Winnebago County Zoning office, where the application is available for viewing.

INFORMATION ON TEXT CODE AMENDMENT REQUEST

Application No.: 26-TA-001

Applicant: WINN CTY PLANNING AND ZONING COMMITTEE

Agent: WINN CTY ZONING ADMINISTRATOR, CARY ROWE

Location of Premises: N/A

Tax Parcel No.: N/A

Explanation: Applicant is requesting to amend Chapter 23, Article 7, Division 1, section 23.7-3(10) of the Winnebago County Town County Zoning Code.

More specifically, the language proposed is as follows:

(10) Planning and Zoning Recommendation. As soon after the public hearing as possible, but no sooner than 5 business days after the public hearing or 20 days after the public hearing if the Town Board passed a resolution establishing a 30-day extension, the committee shall meet to make a written recommendation to the Board of County Supervisors to (1) deny the proposed amendment (2) approve the proposed amendment without revision, or (3) approve the proposed amendment with revision(s) it deems appropriate. Current language specifies that the recommendation can be held no sooner than 10 days after the public hearing.

determination that the application is incomplete and notify the applicant of any deficiencies. If the application is incomplete, the applicant has 3 months after the date of such determination to resubmit the application or forfeit the application fee. The administrator shall take no further steps to process the application until the deficiencies are remedied. The incomplete application shall be retained as a public record.

- (3) **Transmittal of application.** The clerk shall forward one copy of the application to the committee and to each county supervisor whose district would be affected by a revision to the zoning map.
- (4) **Notice to county board.** The clerk shall provide a report to the Board of County Supervisors regarding the application at its next succeeding meeting.
- (5) **Special notice to airport.** If the application is for any change in an airport affected area, as defined in s. 62.23(6)(am)1.b., Wis. Stats., the administrator shall mail a copy of the notice by regular mail to the owner or operator of the airport bordered by the airport affected area.
- (6) **General notice by type of application.** If a proposed amendment would revise the text of this chapter, the administrator shall provide for class 2 public notice, town notice, agency notice, distribution list notice, and meeting agenda notice consistent with division 2 of article 6. If a proposed amendment would revise the zoning map and is initiated by a property owner, the administrator shall provide for class 2 public notice, an on-site sign, town notice, property owner notice, agency notice, distribution list notice, and meeting agenda notice consistent with division 2 of article 6. If a proposed amendment would revise the zoning map and is initiated by the county, the administrator shall provide for class 2 public notice, town notice, agency notice, distribution list notice, and meeting agenda notice consistent with division 2 of article 6.
- (7) **Town review and determination.** The town board of a town affected by the proposed amendment may review the application and may adopt a resolution opposing the proposed amendment and forward a certified copy of the same to the committee before, at, or within 10 days after the public hearing. The town board may extend its time for adopting such resolution by an additional 20 days (i.e., a total of 30 days after the public hearing) by passing a resolution and providing a certified copy of the same to the county clerk within 10 days after the public hearing. The extension shall remain in effect for not more than 30 days after the public hearing or until the town board adopts a resolution rescinding the extension and provides a certified copy of the same to the county clerk.
- (8) **Public hearing.** Allowing for proper notice, the committee shall conduct a public hearing consistent with division 3 of article 6.
- (9) **Staff report preparation and distribution.** The administrator shall prepare a written staff report as described in this division and provide a copy of it to each member of the committee and the applicant. The administrator shall also provide a copy to interested people upon request.
- (10) **Planning and Zoning Committee recommendation.** As soon after the public hearing as possible, but no sooner than 10 days after the public hearing or 30 days after the public hearing if the town board passed a resolution establishing a 20-day extension, the committee shall meet to make a written recommendation to the Board of County Supervisors to (1) deny the proposed amendment, (2) approve the proposed amendment without revision, or (3) approve the proposed amendment with revision(s) it deems appropriate. Such revision to the proposed amendment shall relate to those matters considered at the public hearing or to a town's resolution of opposition. If a town board adopts a resolution opposing a proposed zoning map amendment within its jurisdiction, or if a majority of town boards under the jurisdiction of this chapter adopt a resolution opposing a proposed text amendment, the committee shall either recommend denial of the proposed amendment or recommend approval with change.
- (11) **Transmittal of determination.** If the committee action is favorable, it shall cause an ordinance to be drafted effectuating its determination and shall forward the proposed ordinance along with its recommendation to the Board of County Supervisors. If the committee action is not favorable, the committee shall report its determination to the board including its reasons for denial. Proof of publication of the public notice and proof of the giving of notice to the town clerk of the public hearing shall be attached to either report. In addition, town board resolutions opposing the proposed amendment, if any, shall be attached to either report.

RESOLUTION 006-2026

Town Board of the Town of Vinland, Winnebago County, WI

RE: Petition of the Winnebago County Planning and Zoning Committee for the proposed code text amendment changes affecting the Winnebago County Chapter 23, Article 7, Division 1, section 23.7-3(10) of the Winnebago County Town County Zoning Code.

DESCRIPTION OF SUBJECT SITE:

Owner(s) of Property: NA

Applicant(s): Winnebago County Planning & Zoning Committee

Location of Premises: N/A

EXPLANATION:

Applicant is requesting to amend Chapter 23, Article 7, Division 1, section 23.7-3(10) of the Winnebago County Town County Zoning Code.

More specifically, the language proposed is as follows:

(10) Planning and Zoning Recommendation. As soon after the public hearing as possible, but no sooner than 5 business days after the public hearing or 30 days after the public hearing if the Town Board passed a resolution establishing a 20-day extension, the committee shall meet to make a written recommendation to the Board of County Supervisors to (1) deny the proposed amendment (2) approve the proposed amendment without revision, or (3) approve the proposed amendment with revision(s) it deems appropriate. Current language specifies that the recommendation can be held no sooner than 10 days after the public hearing.

RESOLVED, by the Town Board of the Town of _____, Winnebago County, Wisconsin, that the above indicated proposed amendment(s) to the Winnebago County Chapter 23, Article 7, Division 1, section 23.7-3(10), of the Winnebago County Town County Zoning Code, be and the same is hereby

[] APPROVED [] DISAPPROVED

Signed: _____

TOWN FINDINGS (REASONS):

- 1.
- 2.
- 3.

I, _____, Town Clerk of the above-named town, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Town Board of the Town of _____.