

Winnebago County Planning and Zoning
Planning and Zoning Committee
112 Otter Ave, Oshkosh, WI 54901, 3rd Floor Admin Conference Room
Planning Meeting
7:45AM, May 11, 2026

Meeting is also available via Microsoft Teams

Present: Supervisors Howard Miller, Maribeth Gabert, Chairman Frank Frassetto, Caden McCartney
Staff: Caleb Edwards, Code Enforcement Officer; Daniel Lefebvre, Assistant Zoning Administrator;
Brian O'Rourke, Land Use Planner; Cary Rowe, Zoning Administrator; Corporation Counsel Mary
Anne Mueller
Excused: Supervisors Matt Woods, Dean Spoehr

The Meeting was called to order by Chairman Howard Miller.

Public comments on Agenda items

None

Chairman Miller began the meeting with Business Item #1

Approval of Minutes

Committee reviewed the February 25, 2026, Public Hearing meeting; March 4, 2026, Special Public Hearing meeting; March 9, 2026, Deliberative and Planning Meeting. Motion made by M. Gabert to approve minutes as presented. Seconded by C. McCartney. Motion carried 4-0-1.

Business Items

1. Discussion and possible action of the Planning and Zoning Committee Meeting schedule for 2026

Chairman Miller explained that the meeting times for the Deliberative and Planning meetings cannot be attended by some of the new P&Z committee members. After discussion, the committee decided that the Deliberative meetings would be moved Thursdays at 4:00pm with the Planning meetings to immediately follow for the remainder of the year. Chapter 23 indicates the Deliberative meeting can be held no sooner than 10 days after the public hearing. Discussion ensued and the committee decided to change the number of days from 10 days to 5 business days after a public hearing. This change will require a text amendment public hearing so the June and July meetings will need to be changed to comply with the ordinance until the public hearing is complete.

MOTION made by C. McCartney to move the June 5th Deliberative and Planning meeting to June 8th at 4:00PM and move the July 10th Deliberative and Planning meeting to July 13th at 4:00PM. to 4:00pm on Thursdays, with Planning to follow immediately after. Seconded by M. Gabert. Motion carried 4-0-1.

Further discussion ensued regarding the Public Hearing viewing meetings. Committee decided to no longer have any viewing meetings going forward, the properties can be viewed in person or via Parcel Finder if needed.

MOTION made by M. Gabert to eliminate the Public Hearing viewing meetings going forward. Seconded by C. McCartney. Motion carried 4-0-1.

2. Staff report on Planning and Zoning items that are commonly addressed by the P&Z Committee.

Item is tabled for a future meeting when all new supervisors are present.

3. Review and Action to forward Town Zoning Change(s) & Town Zoning Ordinance Amendment(s) to County Board.

C. Rowe provided a memo to the Committee which recommends forwarding a Town Zoning Change for Meyer, Delores – Parcel ID# 032-0252-02 for approval to the County Board.

This town zoning change is consistent with the Winnebago County Land use.

Motion made by C. McCartney to forward the town zoning change to County Board for approval. Seconded by M. Gabert. Motion carried 4-0-1.

C. Rowe provided a memo to the Committee which recommends forwarding a Town Zoning Change for Town of Clayton - Parcel ID# 006-0327-03 for approval to the County Board.

This town zoning change is consistent with the Winnebago County Land use.

Motion made by M. Gabert to forward the town zoning change to County Board for approval. Seconded by C. McCartney. Motion carried 4-0-1.

Next Meeting Date

The next Planning meeting will be held on June 8th, 2026, if needed.

Adjournment

MOTION made by M. Gabert to adjourn the meeting at 8:18AM. Seconded by C. McCartney. Motion carried 4-0-1.

Respectfully Submitted
Winnebago County Planning and Zoning