

Winnebago County Planning and Zoning
Planning and Zoning Committee
112 Otter Ave, Oshkosh, WI 54901, 3rd Floor Admin Conference Room
Planning Meeting
June 6, 2025, 7:45AM
Meeting also available via Microsoft Teams

Present: Supervisors Howard Miller, Maribeth Gabert, Christian Mueller, Frank Frassetto, Stefanie Holt

Staff: Jerry Bougie, Director, Planning and Zoning; Cary Rowe, Zoning Administrator; Daniel Lefebvre, Assistant Zoning Administrator; Caleb Edwards, Code Enforcement Officer; Brian O'Rourke, Land Use Planner

Guests: Jim Erdman, Town of Oshkosh Chairman

The Meeting was called to order by Chairman Howard Miller.

Public comments on Agenda items

Jim Erdmann, 2492 Hickory Ln, Oshkosh, Town of Oshkosh commented that Section 23 should be removed from the proposed ordinance changes to Chapter 27 on Business Item #4 of the agenda.

Approval of Minutes

Committee reviewed the April 29, 2025, Public Hearing and May 9, 2025, Deliberative and Planning meeting minutes as presented. MOTION made by S. Holt to approve minutes as presented. Seconded by C. Mueller. Motion carried 5-0.

Business Items

1. Discussion and possible action regarding the adoption of the proposed Public Participation Plan Resolution for the 2026 Comprehensive Future Land Use Plan

J. Bougie explained it is a requirement by state statute that when a comprehensive plan is updated a public participation plan is required and must be adopted by the County Board. Committee and staff went through the requirements and procedures regarding the public participation plan meetings.

Motion made by F. Frassetto to approve the Public Participation Plan and forward the proposed resolution to the County Board. Seconded by S. Holt. Motion carried 5-0.

2. Discussion and possible committee action to accept a proposal from East Central Wisconsin Regional Plan Commission to assist with the 2026 Comprehensive Plan

B. O'Rourke explained that staff reached out to East Central Wisconsin Regional Plan Commission to assist with the writing of data for the update to the comprehensive plan. B. O'Rourke also indicated ECWRPC would not be able to assist until 2026 and the cost will not exceed \$24,999.00.

Motion made by S. Holt to approve accepting the proposal from East Central Wisconsin Regional Plan Commission at a cost to not exceed \$24,999.00 for assistance with the update to the 2026 Comprehensive Plan. Seconded by C. Mueller. Motion carried 5-0.

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

C. Rowe provided a memo to the Committee which recommends forwarding a Town of Clayton Zoning Change for the Town of Clayton, Parcel ID #006-0808-02 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. Mueller. Motion carried 5-0.

4. Update on status of Chapter 27 County Shoreland Ordinance rewrite

D. Lefebvre went through the updated changes that were requested of the committee and approved at the May 9, 2025, meeting to the Chapter 27 model ordinance.

D. Lefebvre requested that language pertaining to boathouses currently in Winnebago County General Zoning Code Chapter 23 to also be included in section 7.5(1) "Exempt structures in a shoreland setback area".

Motion made by C. Mueller to also include language pertaining to boathouses currently in Winnebago County General Zoning Code Chapter 23 in section 7.5(1) of the proposed Chapter 27 ordinance. Seconded by F. Frassetto. Motion carried 5-0.

H. Miller discussed other changes he is requesting to be made to the draft. Discussion ensued at length regarding language written within the proposed model ordinance.

Motion made by S. Holt to adopt the most recent Chapter 27 language as proposed with the exceptions that were discussed. Seconded by C. Mueller. Motion carried 4-1 (H. Miller voting nay).

Next Meeting Date

Motion made by S. Holt to hold a special public hearing regarding the proposed ordinance changes to Shoreland Zoning Chapter 27 of the Winnebago County General Code on July 1, 2025, at 6:00PM with a special Deliberative meeting to follow. Seconded by M. Gabert. Motion carried 5-0.

Adjournment

MOTION made by S. Holt to adjourn the meeting at 10:00AM. Seconded by F. Frassetto. Motion carried 5-0.

Respectfully Submitted
Winnebago County Planning and Zoning