

Winnebago County Planning and Zoning
Planning and Zoning Committee
112 Otter Ave, Oshkosh, WI 54901, 3rd Floor Admin Conference Room
Planning Meeting
7:45AM, October 10, 2025
Meeting also available via Microsoft Teams

Present: Supervisors Howard Miller, Maribeth Gabert, Christian Mueller, Frank Frassetto, Stefanie Holt
Absent: None

Staff: Jerry Bougie, Director, Planning and Zoning; Cary Rowe, Zoning Administrator; Daniel Lefebvre, Assistant Zoning Administrator; Caleb Edwards, Code Enforcement Officer; Adam Dorn, GIS Administrator, Liz Nichols, Property Tax Lister

Guests: Gordon Hintz, Winnebago County Executive; Koby Shellenberger, Winnebago County Executive's Office; Mary Anne Mueller, Winnebago County Corporation Counsel; Sara Stertz, Winnebago County Corporation Counsel

The Meeting was called to order by Chairman Howard Miller.

Public comments on Agenda items

Jim Erdmann, Town of Oshkosh Chairman, indicated there was a Town Hall meeting the previous Thursday and indicated that the DNR had a model ordinance, and the model ordinance indicates that the ordinance should pertain to shoreland zoning only and general zoning should be done on a local level only and taken out of shoreland zoning. J. Erdmann believes it should be forwarded to the County Board for approval.

Gordon Hintz, Winnebago County Executive, indicated he has some reservations on the proposed ordinance change as written. Two key issues he has is the timeline of the implementation of the ordinance being effective as soon as he approves the ordinance, and the town will then be without zoning guidelines in shoreland areas. He would like to see the amendment be changed to be effective no earlier than April 1, 2026. His second concern was the possible legal liability created by the changes to the ordinance. Corporation Counsel has asked for an opinion of the Wisconsin Attorney General and G. Hintz asks that there be caution going forward until that opinion from the state is received.

Approval of Minutes

Committee reviewed the August 15, 2025, Special Planning Meeting; August 26, 2025 Public Hearing meeting; and September 5, 2025 Deliberative meeting as presented. S. Holt indicated an error on the September 5, 2025, minutes that she was absent for the meeting, but her name was showing in both the present and absent information. Motion made by M. Gabert to approve minutes as amended. Seconded by C. Mueller. Motion carried 5-0.

Business Items

1. 2026 Planning and Zoning Department Budget Updates and Review

J. Bougie indicated that the budget for the department, as a whole, is consistent with the 2025 budget. It did show a decrease for the year in overall requests and net levy but otherwise no significant changes.

J. Bougie presented the proposed 2026 budget to the committee and highlighted some of the changes from 2025 to 2026. A change for the Planning Department includes the Housing Grant Specialist project position being moved from Human Services to the Department in 2025. This position will remain and will continue to be part of the department for 2026. The zoning permit fees will remain the same for 2026, but the POWTS inspection fee will increase from \$12.00 to \$13.00 for 2027.

J. Bougie presented the Property Lister budget for 2026 and J. Bougie indicated the numbers remained pretty consistent for the year with revenues being a little lower than last year.

J. Bougie presented the Land Records Modernization budget for 2026 and J. Bougie indicated the revenues were up just a bit from last year. J. Bougie indicated that the expenditures for next year should decrease. He also indicated that this budget is heavily project based each year so some of the accounts may show many ups and downs from year to year. A. Dorn shared with the committee some of the highlights that occurred within this budget year including new ortho photos and maintenance of the government corners in a small northeast corner of the county. In 2026, the maintenance of the government corners project will continue, and the public GIS system will be upgraded to become compliant with current software.

2. Discussion on the Planning and Zoning Department 2026 Budget and possible action by the P&Z Committee on any recommended amendments to the County Board.

There were no recommended amendments by the committee for the 2026 budget and can be presented as is to the County Board.

3. Update on the Status of the 2026 Comprehensive Future Land Use Plan

B. O'Rourke updated the committee on the Comprehensive Plan Ad Hoc Committee indicating that so far there were 6 representatives for the committee, and he expects that to change over the next week. There are 3 scheduled meetings set in October, November and December for the ad-hoc committee and the biggest discussion for this update will be housing. B. O'Rourke also indicated that East Central Wisconsin Regional Planning Association will come on board with the county to complete the comp plan and the goal will be to have everything completed and to the county board for approval by June 1, 2026.

S. Holt asked that if the Town has a Future Land Use Plan in place will the county use that map in the County Comp Plan. B. Rourke indicated we would include the already completed map and if the town is currently working on the map, the County will amend the Comp Plan to include the latest version.

4. Discussion and Committee action to forward the revised Chapter 27 County Shoreland Ordinance to County Board for action

H. Miller indicated that there is a proposed ordinance to send to the County Board for approval of the revised Chapter 27 County Shoreland Ordinance.

Motion made by M. Gabert to approve sending the proposed ordinance to the County Board for approval. Seconded by S. Holt.

Discussion ensued related to the effective date of the ordinance and whether the towns would be ready with the passage of the proposed ordinance or would they need more time to prepare their ordinances. The Committee discussed and felt comfortable with moving ahead with a shortened effective date.

H. Miller asked that a couple of changes be made to the proposed ordinance before it is sent to County Board. Line #10 of the proposed ordinance is missing the word "and" at the end of the sentence; and to change line #32 and #33 to strike the words following the date of publication to include a specific date and make the specific date October 24, 2025; 3 days after County Board approval. J. Bougie questioned the legality of that day due to publication requirements. H. Miller then requested line #32 and #33 to be changed to following date of signature and publication no later than November 21, 2025.

After the amendments to the ordinance, M. Gabert made a motion to forward the amended proposed ordinance to the County Board for approval. Seconded by C. Mueller.

Roll Call vote taken by Committee secretary C. Mueller. Holt – Aye; Frassetto – Aye; Miller – Aye; Gabert – Aye; Mueller – Aye. Motion carried 5-0.

Next Meeting Date

The next Planning and Zoning meeting will be the Viewing meeting to be held on October 17, 2025 at 7:30AM. Supervisor Miller, Holt and Gabert indicated they would not be in attendance. The Public Hearing for October will be on Wednesday, October 22, 2025 due to the County Board meeting being held on October 21, 2025. The deliberative and planning meeting will then be held on November 7, 2025.

Adjournment

MOTION made by F. Frassetto to adjourn the meeting at 9:15AM. Seconded by S. Holt. Motion carried 5-0.

Respectfully Submitted
Winnebago County Planning and Zoning