

MINUTES OF THE TOWN OF OMRO
PLANNING COMMISSION
Omro Town Hall, 4205 Rivermoor Road, Omro, WI 54963
Thursday, January 11, 2024 at 6:30 P.M.

Notice of the meeting was posted at the following locations: Omro Town Hall, 4205 Rivermoor Road; Garbage & Recycling Drop-Off Center, Wendt Road and County Road FF; and near the Corner of Liberty School Road & County Road F. Notice was also posted on the Town of Omro website and emailed to the Omro Herald and the Oshkosh Northwestern.

Chairman Bruce Roskom called the meeting to order at 6:30 p.m.

Present: Planning Commission Chairman Bruce Roskom, Vice Chair Brian Noe, Commissioners Al Silverthorn, Phil Ertmer, Larry Remer, Joy Schwarz and Deputy Clerk Brenda Pluchinsky were present. Commissioner Russ Volp and Secretary Dana Woods were excused.

Meeting Minutes

No corrections were noted.

MOTION by Commissioner Remer, second by Commissioner Silverthorn to approve meeting minutes from December 7, 2023.

Motion carried on a 6-0 voice vote.

Announcements and Reports

None

Public Comment Items

None

CSM Review for Excel Properties, LLC affecting Parcel 016-0327-0202

PC Chairman Roskom noted the third page (signature page) was not included. Commissioner Schwarz noted she owns the abutting property. Commissioner Schwarz asked in regards to the extension of Valley Heights Road, GIS does not show the road extending as far as CSM. Chairman Roskom stated that room to extend the road does exist. Developers will need to plan the extension and build per the Town's standards and road right of way exists. Commissioner Schwarz also inquired if there would be a cul-de-sac, current plans do show a radius indicating a cul-de-sac. Vice Chair Noe stated that cul-de-sacs remain permanent when there is nowhere else for the road to go; final decision would be up to the Town Board. Commissioner Schwarz inquired if the lots would be on well water; yes, they would be. Abutting properties are in the Algoma Sanitary District and believed they would have access to sewer (TBD). Commissioner Schwarz inquired on what the proposed structures for the lots would be; not sure at this time. Commissioner Schwarz inquired if Parkland Dedication Fees would be required; yes they would. Vice Chair Noe asked the applicant if he had a proposal. The applicant does not have any future plans beyond the proposed (2) lots at this time. Vice Chair Noe stated there would need to be a Developers Agreement or decided on Special Assessment on the parcels for the extension of the road. Neighbors Michael and Deborah Nikodem were present and stated they enjoy the property as is right now.

MOTION by Commissioner Schwarz to approve pending the inclusion of the Parkland Dedication Fee for each lot created, second by Commissioner Ertmer.

Motion carried on a 6-0 voice vote.

Preliminary CSM Review for Hoffman Property affecting Parcel 016-0306-01

Owner Eric Hoffman stated he is in no hurry to do anything with the land but wanted perspective from the Planning Commission before moving forward. Hoffman is proposing to split parcel and create (2) approximately 1-acre lots on the northeast end of the property. Property is currently zoned A-2 and R-1. Hoffman stated neighboring properties are in the Algoma Sanitary District so land should have access to sewer. Hoffman stated there is no room for future development past the (2) lots. Vice Chair Noe main concern was if there was even room to build due to the wetland area and has flooding concerns; was there a Wetland Delineation done on the land; No. Hoffman was going off the DNR's wetland map. Chairman Roskom recommends performing a Wetland Delineation before moving forward. Vice Chair Noe was also concerned about the driveway; owner would possibly need to get a waiver for the driveway which would require a unique COMP to get. Commissioner Ertmer inquired on the possibility of the driveway being split between the two lots; shared driveways become problematic. Commissioner Ertmer inquired would the owner be open to doing just (1) lot; yes. Chairman Roskom stated that the property as is already has a reasonable use of the property therefore getting a variance would be nearly impossible. Vice Chair Noe stated that the proposed CSM does not fit the COMP plan. Hoffman inquired about the possibility of doing (1) larger lot; would the current access to Springbrook work? Vice Chair Noe was not sure, would need to research. Vice Chair Noe would also need to look into the size restrictions.

Discussion/Informational Items

Chairman Roskom noted he and Vice Chair Noe met with Administrator Hennes and Clerk VanClake from the City of Omro in regards to the property requesting to be annexed into the City of Omro. The discussion led to the determination that the annexation may not be a good idea. Chairman Roskom and Vice Chair Noe are also hoping to work further with Administrator Hennes and the City of Omro to create a cohesive Comprehensive Plan between the two municipalities.

Commissioner Ertmer inquired on how Wetland Delineation is completed; Chairman Roskom replied he was not sure how it is currently completed. In the past a DNR representative would complete; not sure on cost.

Agenda Items for Next Meeting

None

Adjournment

MOTION by Commissioner Ertmer second by Commissioner Silverthorn, to adjourn the meeting at 7:27 p.m.

Motion carried on a 6-0 voice vote.

Minutes submitted by Deputy Clerk Brenda Pluchinsky substituting for Secretary Woods

Approved by Planning Commission February 8, 2024