



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street - P.O. Box 488 - Winneconne, Wisconsin 54986-0488 - 920-582-4381

www.winneconnewi.gov

Minutes

PLANNING COMMISSION

Monday, October 13th, 2025 @ 5:30 pm

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 5:30pm.

Roll Call: Chris Boucher (absent), Kim Utschig (present), Don Maslan (present), Miles Girouard (present), Paul Olson (present), Ben Mathe (present)

Also present was Administrator Fuller.

Approval of Minutes

Motion by Girouard, Second by Maslan to approve 09/8/2025 Meeting Minutes

Motion passes by voice vote 5-0-0

Public Participation

Dan Martis – 110 Riverview Drive

Mr. Martis, a long-time visitor to Winneconne for 45 years and current cottage owner, is planning to make the Village his permanent residence. Approximately two weeks ago, Administrator Fuller and Mr. Martis discussed the constraints of his lot in relation to Village ordinances. Due to the lot's position, current regulations do not allow the garage to be built closer to the waterway, nor can it be set further back. The Planning Commission reviewed the parcel preliminarily. Before pursuing a formal variance, Administrator Fuller invited Mr. Martis to attend the Planning Commission meeting to receive initial feedback. Mr. Martis is proposing to set the garage back to align with the east side of the home, 17 feet to the north.

It was noted that a formal variance request must be submitted to the Zoning Board of Appeals. Trustee Girouard commented that there appeared to be no immediate concerns but emphasized the importance of ensuring that adjacent property owners are supportive of the proposed change. A further review of the ordinance will be conducted.

Scott Anderson of Davel Engineering

Scott Anderson of Davel Engineering arrived later in the meeting and inquired about the discussion and decisions made regarding the Wolf Run Estates project.

Administrator Fuller indicated he would follow up with Mr. Anderson separately to provide a summary of the Planning Commission's discussion and any actions taken.

Communications

None.

Old Business

Ordinance related to Village downtown policies

- This item will be further discussed during the presentation by Commission Member Ben Mathe.

New Business

Motion by Girouard, Second by Utschig to approve a fill permit for Melberg Ingersoll, LLC at 200 Ingersoll Road

Motion passes by voice vote 5-0-0

Motion by Girouard, Second by Maslan to approve expansion rendering & plans for Multi-Conveyor LLC (25 Industrial Drive) contingent on satisfactory answers to engineering questions

TJ Utschig was present to support the Planning Commission's review of the proposed expansion of Multi-Conveyor, LLC. He provided the Commission a detailed overview of the project scope, anticipated job creation, and the potential for economic growth within the Village as a result of the expansion. The Planning Commission reviewed the project notes and comments provided by McMahon Engineering. Mr. Utschig explained that the existing stormwater pond on the property was originally sized to accommodate two future building additions. He further noted that permits from the Wisconsin DNR had been secured to allow for wetland disturbance and fill, with the disturbed area remaining under one acre. Mr. Utschig stated the project includes a request to add one additional driveway, bringing the total to four driveways on the site. It was also noted that Tower Road is a dead-end, and there are no current plans to extend the road. As directed by McMahon's review, a proposed grading and erosion control plan is required. Mr. Utschig indicated that they are in the process of retaining a civil engineer to prepare this plan. He also confirmed that no additional or upgraded water and sewer utility services would be necessary to support the expansion. Regarding emergency services access, the Village engineers raised concerns about the lack of a turnaround for EMS vehicles. Mr. Utschig responded that ambulances could utilize the parking lot to turn around. The affirmative vote is contingent on all requirements, plans, and responses to McMahon's inquiries be submitted in a timely fashion by Thursday, October 16th at noon to ensure enough time for appropriate review.

Motion passes by roll call vote: Utschig (abstain), Maslan (aye), Girouard (aye), Olson (aye), Mathe (aye) 4-0-1

Motion by Mathe, Motion by Girouard to table until next Planning Commission the review and approval of the preliminary plat of the wolf run estates lot 26 as presented

Administrator Fuller explained that this is the first time in recent years the Village is formally reviewing a preliminary plat for the Wolf Run Estates development. The review process will occur in two phases:

1. Preliminary Plat Review
2. Final Plat Review

The purpose of starting the process early is to allow the Planning Commission sufficient time to identify and address any questions or concerns, so the developer is positioned to break ground in April 2026. Pursuant to Village ordinance, the Village has 30 days to review the plat upon receipt. This stage serves as an advisory review, providing an opportunity to examine the plat and offer formal feedback to the developer. The Planning Commission reviewed the comments and questions submitted by McMahon Engineering. The Village will apply the recently adopted Planned Unit Development (PUD) ordinance to this project, which allows for greater flexibility and potential variances within the plat design. The discussion included: sanitary and sewer services: Questions were raised and reviewed by the Commission. Garbage collection: No concerns were identified at this stage. Developer's Agreement: Will outline mutual responsibilities regarding waste management, road maintenance, snow removal, and other essential services. Member Maslan inquired whether the Village would be responsible for covering the cost of connecting Wentzel Drive to the Wolf Run Estates private road. Administrator Fuller clarified that the Village is not financially committed to any such connection. A question was also raised by Member Utschig regarding addressing procedures.

Administrator Fuller responded that the Village works directly with the United States Postal Service and the County to coordinate addressing for new developments.

Motion passes by voice vote 5-0-0

Planning Commission Report Review

- Budget status
 - Currently at 84% of forecasted budget relating to the Commission, entering the fourth quarter, and is tracking well financially.
 - Regarding the commercial property, the southern portion is under DNR regulation, and Village Administration is working through minor complexities, including easement-related questions. Discussions on this matter are progressing and were previously addressed in closed session with the Personnel and Finance Committee.
 - The Village is collaborating with the Greater Oshkosh Economic Development Corporation (GOEDC) to pursue Brownfield grant opportunities for the remediation plan concerning the parcel located east of the river.
- Fee Schedule
 - Clerk Saray is currently leading a project to consolidate all municipal fees into a single, comprehensive document.
 - As part of this effort, the entire fee schedule—currently comprising over 190 line items—is being reviewed for accuracy, consistency, and alignment with actual staff time and other operational considerations.
 - Clerk Saray is collaborating with department heads to ensure that each fee is evaluated by the department responsible for its administration.
 - The Planning Commission was presented with a list of fees that included proposed adjustments; other committees will also be provided with fee change proposals prior to submission for final approval by the Village Board.
 - The Planning Commission expressed its support for the proposed changes.
- CIP updates
 - As part of the budgeting cycle, Administrator Fuller introduced a refreshed approach to the Capital Improvement Plan (CIP). A functional guide has been developed to help illustrate how the budgeting process aligns with CIP planning and broader economic development strategies. The discussion included the strategic implications of a long-term infrastructure plan, focusing on how to meet community demands and what amenities or improvements are most likely to attract new residents and businesses to the Village. Consideration was also given to how future business growth should influence CIP priorities. The 2026 project cycle is expected to mark a shift toward a more consistent, long-term planning approach, with Administrator Fuller proposing shifting into creating a 10-year CIP plan. Additionally, the CIP strategy will be closely tied to the Village's debt management strategy, ensuring financial sustainability. Administrator Fuller also emphasized the importance of being proactive—rather than reactive—with upgrades to the Wastewater Treatment Facility, to ensure infrastructure remains ahead of community needs.
- Future land development updates
 - Discussed previously.
- Econ Development Strategy update
 - Commission Member Ben Mathe presented an updated approach to the Village's Economic Development Plan, building on a prior presentation and incorporating feedback from a previous speaker. Mathe proposed that

each Planning Commission member take responsibility for researching specific areas of the plan to contribute to a more well-rounded and informed strategy.

Administrator Fuller noted that, with internal staff structures and processes now in place, the Village is in a strong position to develop an actionable and strategic plan. He added that the plan will likely require biannual review to remain relevant and adaptable over time. To support the planning effort, Fox Valley Data provided demographic and economic insights, including age distribution, income levels, mortgage approval rates, and comparisons to similar municipalities such as Wrightstown and Hortonville. This information helps the Planning Commission identify both the Village's strengths—such as income, low unemployment, affordable housing, strong education, and quality of life—and key areas for improvement, including workforce development and housing diversity. Administrator Fuller also referenced the Village's Development Process Policy, which has been actively used in recent discussions with developers.

During the discussion, Member Girouard suggested that the Village consider hiring a subcontractor to create the economic development plan. Administrator Fuller confirmed that the Village could issue Requests for Proposals (RFPs) to evaluate the potential cost of engaging a subcontractor. Should the quotes exceed budget expectations, the Village would explore how to adjust the budget or consider completing more of the work internally. Administrator Fuller emphasized the importance of relying on the personal and professional experiences of the Planning Commission members throughout the process.

Member Utschig expressed support for obtaining subcontractor quotes to help determine which portions of the plan could be led by staff and which would benefit from outside expertise. Girouard offered to assist in identifying potential subcontractors. Utschig also requested a general timeline to guide the next steps in the plan's development. Administrator Fuller stated he would solicit information on subcontractors for next Commission meeting.

Follow-up

Confirm next meeting date:

November 4th at 5:30pm

Adjourn

Motion by Olson ,Second by Mathe to adjourn the meeting.

Motion passes by voice vote 5-0-0

Meeting adjourned at 7:01pm