



# TOWN OF BLACK WOLF

380 E. Black Wolf Ave. Oshkosh, Wisconsin 54902

## **Minutes of the January 5, 2026 Planning and Zoning Public Hearing**

The Town of Black Wolf Planning & Zoning Committee Public Hearing was called to order at 6:00 p.m. on Monday, January 5, 2026 by Chairwoman Kay Krause. Members Present were Cindy Lamson, Sandra Gollhofer, Rick Bowman, Howard Schwartz, Eric Youngbauer and David Jensema. Others present included Town Board Chairman Frank Frassetto, Supervisor I Mike Pollack, Zoning Administrator Tom Versteegen and Secretary Susan Snyder.

The Public Hearing was opened for public comment to consider a request for a zoning change from A-2 to R-1, submitted by property owners Dave Schultz, John Boyson, and James Gustafson. Zoning Administrator Tom Versteegen asked whether the same zoning request had been submitted to the County, which the property owner confirmed. Mr. Versteegen noted that further review indicates the County's current zoning differs from the Town's zoning; however, the discussion pertained solely to the Town's zoning. It was clarified that Lot 1 is the parcel requiring rezoning, as it is currently zoned A-2 and would need to be rezoned to R-1, resulting in a lot size of approximately 5.5 acres upon completion.

**Motion (Youngbauer/Jensema)** to approve and forward to the Board the request for zoning change from Agriculture (A-2) to Residential (R-1) submitted by **Dave Schultz, John Boyson, and James Gustafson** All in Favor. **None Opposed. Motion CARRIED.**

Public Hearing Adjourned.

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## **Minutes of the January 5, 2026 Planning and Zoning Minutes**

Chairwoman Krause called the December Planning and Zoning Committee Meeting to order. Members Present were Cindy Lamson, Sandra Gollhofer, Rick Bowman, Howard Schwartz, Eric Youngbauer and David Jensema. Others present included Town Board Chairman Frank Frassetto, Supervisor I Mike Pollack, Zoning Administrator Tom Versteegen and Secretary Susan Snyder.

**Motion (Youngbauer/Gollhofer)** to approve the minutes from the December 1, 2025 Planning and Zoning meeting. **All in Favor. None Opposed. Motion CARRIED.**

**Motion (Youngbauer/Jensema)** to approve and forward to the board CSM request of Boyson, Gustafson and Schulze, parcels 004-0267-01, 004-0268-01, 004-0268-02 and 004-0269, part of the rezone request as noted above. **All in Favor. None Opposed. Motion CARRIED.**

**Under New Business,** Zoning Administrator Tom Versteegen stated that Ben Cook will be joining the town as the new Zoning Administrator and will eventually assume his role once training is complete.

**Under Old Business.** A kickoff meeting was held via Zoom with Joe from ECWRPC, during which he outlined the proposed timeline for completing the zoning ordinance clean-up by the end of the year. The

overall goal is to mirror county zoning where feasible. Zoning Administrator Tom Versteegen noted that the Town currently has R-5 zoning, which will need to be adjusted. Priority discussion items include clarifying the definition of farming and A-2 zoning; establishing defined standards for stand-alone condominiums; and addressing situations where a parcel contains a dwelling with an accessory structure, versus the increasing number of requests for accessory structures without a principal dwelling, and how the Town should be prepared to handle such requests going forward. With further discussion on matters concerning the town, Joe suggested revising the zoning numbering system (e.g., RR-1, A-1 through A-3), noting that A-2 zoning in particular may benefit from a more detailed breakdown. Chair Krause reported that the County is requesting the Town's zoning map by February 1. Prior to submission, the Town will need to reconcile older maps with County maps so the committee can clearly identify underlying zoning; she noted that the existing land use map is currently the most accurate. Joe will send future meeting invitations in late January to Kay Krause, Tom Versteegen, Frank Frassetto, and Ben Cook.

The committee briefly discussed the status of resuming shoreland zoning. Zoning Administrator Tom Versteegen noted that the Town will be taking over general zoning administration within shoreland areas, while the County will continue to handle water-related issues, including setback requirements, wetland regulations, and related matters.

Discussion took place regarding the meeting with the Black Wolf Sanitary District. Chair Krause asked for clarification on where the Town stands with high-density areas and Certified Survey Maps (CSMs). Zoning Administrator Tom Versteegen stated that he prefers the responsibility fall to the Committee to deny CSMs when sewer access is not available, if applicable. He suggested developing a checklist to be used by the requesting party, making them responsible for demonstrating how sanitary needs will be met. This checklist would address whether the proposed lot can support a mound system, alternative options such as holding tanks, the possibility of connecting to sewer, or if the property is within the sanitary district service area and therefore required to hook up. The Committee discussed the current CSM review process and suggested that when an applicant first meets with the Zoning Administrator, the checklist should be provided at that time. With regard to sanitary requirements, applicants would either be required to connect to sewer or clearly identify and discuss allowable alternatives before lot creation.

Submission deadline for the February 2026 meeting is January 23, 2026 with the next meeting being held on February 2, 2026 at 6:00 p.m.

**Motion (Gollither/Lamson) to Adjourn until Monday February 2, 2026 at 6:00 p.m. All in favor. None opposed. Motion CARRIED.**

Respectfully Submitted by  
Susan Snyder, Secretary