

**Minutes of the June 1, 2026
Planning and Zoning Minutes**

Chairwoman Krause called the June 1, 2026 Planning and Zoning Committee Meeting to order at 6:00pm followed by roll call. Members Present were Cindy Lamson, Sandra Golliher, Eric Youngbauer, Howard Schwartz, Rick Bowman and Bryan Frank. Others present included, Zoning Administrator Ben Cook, Assistant Zoning Administrator Tom Verstegen, Town Supervisor I Mike Pollack, and Town Chairman Frank Frassetto.

MEETING OPEN TO THE PUBLIC FOR COMMENT

Residents brought forward concerns about the S-Curve on County Rd R and Swiss Rd. The committee will request the Town Board for assistance in working with the county for safety improvement on this corner.

Chairman Krause closes public comment section.

Motion (Youngbauer/Golliher) to approve the minutes from the May 4, 2026 Planning and Zoning meeting. **All in Favor. None Opposed. Motion CARRIED.**

Discussion/Action Items:

- Zoning Administrator introduction. Provides a brief update on recent zoning permits issued.
- The committee entered review and discussion about the Certified Survey Map No. 8350 on County Rd Z. submitted by Benjamin Kossel. The committee made the following recommendations be updated prior to approval by Town Board:
 - Obtain all 3 owner signatures
 - Add language to the legal description documenting the easement is include within the CSM document.

Motion (Youngbauer/Schwartz) to recommend moving CSM to Town Board for approval with the above recommendations. **All in Favor. None Opposed. Motion CARRIED.**

- The committee entered the required annual review and discussion for Conditional Use Permit for Gabrielle Boehrig Parcel No. 004-0424-01-01. Chairwoman Krause noted Ms. Boehrig has received notice her conditional use permit is up for review on tonight's meeting and her attendance is required at the Board Meeting scheduled June 8, 2026. Gabrielle was not in attendance at tonight's committee meeting so questions that need to be addressed will be submitted to the Town Board to discuss with her at the June 8th meeting.
- The committee then reviewed the proposed language for the zoning ordinance update for the following sections:
 - Development Intensity and Parcel Standards by Future Land Use Classification
 - Fence Regulations
 - Landscaping Standards

Upcoming Items:

- Public Hearing scheduled June 8, 2026 at 6:30p.m to consider the Town's adoption of an updated Zoning Map and to rescind the resolution to allow Winnebago County to administer County general zoning in Town Shoreland areas. At the same public hearing the committee will review the proposed amendment to the Town's Comprehensive plan which concerns the Town's updated Zoning Map.
- Agenda item submission deadline for the July meeting is June 26, 2026.
- The next Planning and Zoning meeting is scheduled for July 6, 2026.

Motion (Youngbauer/Frank) to Adjourn until public hearing June 8, 2026 at 6:30 p.m. **All in favor. None opposed. Motion CARRIED.**

Respectfully Submitted by
Alex Snyder, Town Clerk

PUBLIC HEARING MINUTES

Planning & Zoning Committee, Town Hall

June 8, 2026 – 6:30 pm

Chairwoman Krause called the June 8, 2026 Public Hearing for the Planning and Zoning Committee to order at 6:30p.m. followed by roll call. Members present were Cindy Lamson, Eric Youngbauer, Sandra Golliher, Rick Bowman, and Howard Schwartz. Others present included Town Chairman Frank Frassetto, Supervisor I Mike Pollack, and Town Clerk Alex Snyder.

MEETING OPEN TO THE PUBLIC FOR COMMENT

Discussion Items:

- Discussion took place surrounding the consideration of the updated Town Zoning Map. Chairwoman Krause clarifies that this is not a new map and is the same as those of the Zoning Map in force prior to these meeting. This Zoning Map, if recommended to the Board for approval, is proposed to be added as an amendment to the Towns Comprehensive Plan that was passed in 2025.
- Chairwoman Krause also asks the committee to consider rescission of *Resolution No. 2026.2.12 A Resolution to Re-Establish Administration of Shoreland Zoning* which was adopted in February 2026. Chairman Frassetto provides a brief history of shoreland zoning and that in February the Town Board approved the resolution which stated the Towns desire to have Winnebago County enforce County General Zoning within shoreland areas in the Town. Changes in circumstances have prompted the discussion to rescind the February Resolution as the Town now intends to enforce its own General Zoning Ordinance throughout the town, including the shoreland areas. There was a question from

a resident regarding how this may affect permit requirements which was addressed by Chairman Frassetto.

Action Items:

- **Motion (Youngbauer/Bowman)** to recommend approval of the Town Zoning Map, amendment to the comprehensive plan to adopt the Town Zoning Map, and also to rescind the February 2026 resolution establishing County administration of shoreland zoning in favor of the town enforcing its own general zoning. **All in favor/none opposed. Carried.**
- **Motion (Youngbauer/Schwartz)** to adjourn public hearing. **All in favor/none opposed. Carried.**

Submitted By:

Alex Snyder, Town Clerk