



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

The following documents are included in the packet for the Land Use Planning & Zoning Committee meeting on Thursday, July 1st, 2021.

Packet Pages:

- 2-3 Amended Agenda
- 4-5 Draft meeting minutes from June 3rd, 2021
- 6-8 Financial reports for May 2021
- 9-11 Permit Reports
- 12-13 Violation Reports
- 14-20 Proposed Dog Kennel/Dog Breeding Facility Ordinance Language
- 21-26 GIS Specialist Reclassification Analysis
- 27-28 Public Hearing Notice
- 29-70 Public Hearing Items

Item I: Owners: Daniel & Ruthie Mae Bontrager **Site location:** W4048 County Line Rd
General legal description: Parcel 012-00650-0300, described as lands in the SE1/4 of Section 32, Town 14 North, Range 12 East, Town of Manchester. **Request:** CUP request for a wood-working / furniture shop as an agricultural accessory use.

Item II: Owners: David & Christina Miller **Applicant:** Steven Bontrager **Site location:** N1934 Hilltop Rd
General legal description: Parcel 012-00114-0200, described as lands in the NE1/4 of Section 8, Town 14 North, Range 12 East, Town of Manchester. **Request:** CUP request for a dog kennel use as an agricultural accessory use.

Item III: Owners: Timothy & Carolyn Mast **Site location:** W4651 Winding Ln
General legal description: Parcel 012-00572-0101, described as Lot 1 of CSM 2573, located in the NE1/4 of Section 30, Town 14 North, Range 12 East, Town of Manchester. **Request:** CUP request for a dog kennel use as an agricultural accessory use.

Item IV: Owners: Harley & Loretta Bontrager **Site location:** W4838 County Road H
General legal description: Parcel 014-00778-0200, described as lands in the NW1/4 of Section 21, Town 15 North, Range 12 East, Town of Marquette. **Request:** CUP request for a dog kennel use as an agricultural accessory use.

If you have questions or need additional information,
please contact the Land Use Planning & Zoning Department at (920) 294-4156.

**Land Use Planning & Zoning Committee
Meeting Notice**

**Date: July 1, 2021 Time: 4:30 PM
Location: Government Center, County Board Room, 571 County Road A, Green Lake WI**

AGENDA 07/01/2021

***AMENDED 06/30/2021**

**Committee
Members**

*Curt Talma,
Chairman*

Bill Boutwell

Chuck Buss

Don Lenz

Harley Reabe

*Keith Hess,
Alternate*

*Karen
Werlein,
Secretary*

1. Call to Order
2. Pledge of Allegiance
3. Certification of Open Meeting Law
4. Approval of Minutes: 6/3/2021
5. Public Comments: 3 minute limit
6. ***Public Appearance: Don Peters and/or his attorney to discuss non-ag uses allowed by CUP in the A-1 zoning district.**
7. ***Public Appearance: Janine Rubek to speak on behalf of Green Lake Area Animal Shelter (GLAAS) to provide GLASS's position on commercial dog breeders.**
8. Department Activity Reports
 - a. Financial reports
 - b. Land use & septic permits
 - c. Violation reports
9. Proposed Dog Kennel/Dog Breeding Facility Ordinance Language
10. GIS Specialist Reclassification Analysis
11. Public Hearing: (Not to begin before 5:00 PM)
Each Item below will consist of:
 - a. Public Testimony/Comment: 10-minute time limit
 - b. Committee Discussion & Deliberation
 - c. Committee Decision
 - d. Execute Ordinance/Determination Form

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~~***Item IV: Owners: Daniel & Mary Bontrager Applicant: Wayne Bontrager Site location: W3818 Heritage Rd General legal description: Parcel 012-00073-0000, described as lands in the SE1/4 of Section 4, Town 14 North, Range 12 East, Town of Manchester. Request: CUP request for a dog kennel use as an agricultural accessory use.**~~

Item IV: Owners: Harley & Loretta Bontrager **Site location:** W4838 County Road H **General legal description:** Parcel 014-00778-0200, described as lands in the NW1/4 of Section 21, Town 15 North, Range 12 East, Town of Marquette. **Request:** CUP request for a dog kennel use as an agricultural accessory use.

12. Future committee activities
 - a. Future agenda items
 - b. Meeting date: August 5, 2021

13. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication.

Remote access can be obtained through the following link:

<https://us06web.zoom.us/j/81312009907?pwd=S0dIZ1dYcGdlcnB2OXhPR3lPa1NNQT09>

Or by phone for audio

Dial by your location (1-312-626-6799) US

Meeting ID: 813 1200 9907

Passcode: 493768

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Matt Kirkman, Director

**GREEN LAKE COUNTY
LAND USE PLANNING AND ZONING
COMMITTEE MEETING MINUTES
Thursday, June 3rd, 2021**

CALL TO ORDER

Planning & Zoning Chair Curt Talma called the meeting of the Land Use Planning and Zoning Committee to order at 4:30 p.m. in the Green Lake County Government Center, County Board Room #0902, Green Lake, WI. The requirements of the open meeting law were certified as being met. Public access was available via remote programming as well as in person.

Present: **Don Lenz, Harley Reabe, Curt Talma, Bill Boutwell(zoom), Chuck Buss**

Absent:

Also Present: **Matt Kirkman, Land Use Planning and Zoning Director
Karen Werlein, Land Use Coordinator
Dawn Klockow, Corporation Counsel (Zoom)**

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF MINUTES

Motion/second (Lenz/Buss) to approve the minutes of the May 6th, 2021 meeting with no additions or corrections. Motion carried with no negative vote.

DEPARTMENT ACTIVITY REPORTS

a. Financial reports

P&Z Director Matt Kirkman gave an update on the May expenses and revenues.

b. Permits

Matt Kirkman stated there were 31 land use permits and 16 sanitary permits in May.

c. Violations

Matt Kirkman outlined the current land use violations as well as the POWTS violations.

STAFF UPDATE – LAND USE COORDINATOR

Introduce Karen Werlein, Land Use Coordinator

Discuss Eliminating “Dog Breeding Facilities” as a use in Ag Zoning Districts

Matt Kirkman informs board members of dog kennel and dog breeding facility definitions. Matt K. shares the differences with a dog breeding facility vs. a dog kennel.

Dawn Klockow gives insight from USA Human Society on the use of dog breeding facilities.

Allison gave insight on the Health & Human Services aspect of the dog breeding facilities.

Motion/second (Reabe/Lenz) to recess at 5:02 PM to conduct the public hearing. Motion carried with no negative vote.

PUBLIC HEARING – 5:03 PM

Chair Talma read the rules for the Public Hearing

- Applicant: Owner – Verla Schulz. Applicant – Verla Schulz
Site Locations: N363 Schulz Rd. Randolph, WI
General Legal Description: Parcel 012-00694-0500, described as lands located in the NW1/4 of Section 36, Town 14 North, Range 12 East, Town of Manchester
Request: Rezone ±3 acres from A-1, Farmland Preservation District to R-4, Rural Residential District.
To be identified by certified survey map.

Chair Talma called for public input three times. There was no public input.

Chair Talma closed the Public Hearing.

Matt Kirkman presented the Staff Report. All criteria for rezone has been met and the Town of Manchester has approved the request.

Motion/second (Buss /Reabe) to approve the rezone request as presented and forward to County Board for final approval. Motion carried with no negative vote.

Motion/second (Reabe/Lenz) at 5:17 PM to reconvene discussion relating to the meeting agenda item #7 . Motion carried with no negative vote.

Further dog kennel discussion resulted in the Committee asking staff to provide a revised definition of “kennel” and a new definition of “dog breeding facility”. To provide the Committee with a County-wide option to regulate dog breeding facilities. Also, to reach out to neighboring counties related to their experiences with this issue.

FUTURE COMMITTEE ACTIVITIES

- a. **Future agenda items** – Further discussion and possible action related to dog breeding facilities in Green Lake County.
- b. **Next meeting date – July 1st, 2021**

ADJOURN

Chair Talma adjourned the meeting at 5:33 PM.

Respectfully submitted,

**Karen Werlein
Land Use Coordinator**

FEES RECEIVED	MAY				YEAR-TO-DATE				BUDGET	
	2020		2021		2020		2021		2021	
	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT		
LAND USE PERMITS										
Total Monthly Issued Permits	30	5,050	31	8,000	62	13,250	92	\$ 29,300	\$ 40,000	73%
SANITARY PERMITS (POWTS)										
Total Monthly Issued Permits	7	1,700	7	2,110	37	9,990	37	\$ 10,175	\$ 26,000	39%
NON-METALLIC MINING PERMITS										
Annual Permit Fees	-	-	-	\$ -	5	9,600	4	\$ 8,200	\$ 15,300	54%
BOARD OF ADJUSTMENT										
Special Exception	-	-	-	-	-	-	-	-	-	-
Variances	-	-	-	-	2	750	2	750	-	-
Appeals	-	-	-	-	-	-	-	-	-	-
Total	-	\$ -	-	\$ -	2	\$ 750	2	\$ 750	\$ 1,875	40%
PLANNING & ZONING COMMITTEE										
Zoning Change	-	-	1	375	2	750	6	2,250	-	-
Conditional Use Permits	1	375	1	375	2	750	6	2,250	-	-
Variance	-	-	-	-	-	-	-	-	-	-
Total	1	\$ 375	2	\$ 750	4	\$ 1,500	12	\$ 4,500	\$ 8,250	55%
MISC.										
Wisconsin Fund	-	-	-	-	1	100	-	-	-	-
Fines & Forfeitures	-	-	-	-	8	3,400	1	111	-	-
Total	-	\$ -	-	\$ -	9	\$ 3,500	1	\$ 111	-	-
SURVEYOR										
Certified Survey Maps	5	840	4	675	22	3,900	12	2,400	6,500	
Preliminary and Final Plats	-	-	-	-	-	-	-	-	-	-
Applied Funds: County Surveyor	-	-	-	-	-	-	1	9,500	9,500	
Total	5	\$ 840	4	\$ 675	22	\$ 3,900	13	\$ 11,900	\$ 16,000	74%
GIS (Geographic Information System)										
Map Sales	-	-	-	-	-	-	-	-	-	-
Land Records Transfer	-	-	-	-	-	-	-	-	25,000	
Land Information Grant	-	-	-	-	-	-	-	-	10,000	
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 35,000	0%
GRAND TOTAL	43	7,965	44	11,535	141	42,490	161	64,936	\$ 142,425	
									Total	46%

For 05/01/21 - 05/31/21

Expenditure Summary Report

FJEXS01A

Periods 05 - 05

Land Use & Zoning Month End Expenses

MEE100-10-P&Z

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
10 Land Use Planning and Zoning						
53610 Code Enforcement						
21-100-10-53610-110-000 Salaries	309,000.00	.00	20,057.60	92,779.28	216,220.72	30.03
21-100-10-53610-140-000 Meeting Payments	1,425.00	.00	.00	.00	1,425.00	.00
21-100-10-53610-151-000 Social Security	23,641.00	.00	1,458.90	7,409.46	16,231.54	31.34
21-100-10-53610-153-000 Ret. Employer Share	20,861.00	.00	1,353.88	6,882.89	13,978.11	32.99
21-100-10-53610-154-000 Health Insurance	50,590.00	.00	4,215.68	21,879.00	28,711.00	43.25
21-100-10-53610-155-000 Life Insurance	276.00	.00	23.01	115.05	160.95	41.68
21-100-10-53610-210-002 Professional Services-SRV	9,500.00	.00	650.00	2,500.00	7,000.00	26.32
21-100-10-53610-210-003 Miscellaneous Fees	300.00	.00	.00	-56.20	356.20	-18.73
21-100-10-53610-225-000 Phone Service	576.00	.00	74.48	222.40	353.60	38.61
21-100-10-53610-242-000 Print Management	300.00	.00	15.82	54.44	245.56	18.15
21-100-10-53610-307-000 Training	750.00	.00	.00	196.73	553.27	26.23
21-100-10-53610-310-000 Office Supplies	650.00	.00	.00	174.99	475.01	26.92
21-100-10-53610-312-000 Field Supplies	200.00	.00	.00	.00	200.00	.00
21-100-10-53610-320-000 Publications-BOA Public Hearing	750.00	.00	285.50	510.25	239.75	68.03
21-100-10-53610-320-001 Publications-PZ Public Hearing	2,750.00	.00	.00	652.00	2,098.00	23.71
21-100-10-53610-321-000 Seminars	930.00	.00	.00	.00	930.00	.00
21-100-10-53610-324-000 Member Dues	100.00	.00	.00	100.00	.00	100.00
21-100-10-53610-330-000 Travel	750.00	.00	.00	8.00	742.00	1.07
21-100-10-53610-352-000 Vehicle Maintenance	638.00	.00	62.43	121.37	516.63	19.02
53610 Code Enforcement	423,987.00	.00	28,197.30	133,549.66	290,437.34	31.50
10 Land Use Planning and Zoning	423,987.00	.00	28,197.30	133,549.66	290,437.34	31.50

GREEN LAKE COUNTY

For 05/01/21 - 05/31/21

Revenue Summary Report

FJRES01A

Periods 05 - 05

Land Use & Zoning Month End Revenue

MER100-10-P&Z

<u>Account No/Description</u>	<u>Budget Amount</u>	<u>Period Amount</u>	<u>Y-T-D Amount</u>	<u>Balance</u>	<u>Percent Received</u>
10 Land Use Planning and Zoning					
21-100-10-44400-000-000 Land Use Permits	40,000.00	8,000.00	29,250.00	10,750.00	73.13
21-100-10-44400-001-000 BOA Public Hearing	1,875.00	.00	375.00	1,500.00	20.00
21-100-10-44400-002-000 PZ Public Hearing	8,250.00	750.00	4,125.00	4,125.00	50.00
21-100-10-44409-000-000 Non-Metallic Mining	15,300.00	.00	10,800.00	4,500.00	70.59
21-100-10-44410-000-000 Sanitary Permits	26,000.00	2,110.00	10,475.00	15,525.00	40.29
21-100-10-45110-000-000 Fines & Forfeitures	.00	.00	-59.00	59.00	.00
21-100-10-46131-002-000 Strategic Fund	10,000.00	.00	.00	10,000.00	.00
21-100-10-46762-000-000 Certified Survey Maps	6,500.00	675.00	2,565.00	3,935.00	39.46
21-100-10-47411-000-000 Interdepartment transfer/Land Records	25,000.00	.00	.00	25,000.00	.00
10 Land Use Planning and Zoning	132,925.00	11,535.00	57,531.00	75,394.00	43.28

Land Use Permits: 5/1/2021 - 5/31/2021

Town of Berlin

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
12850	002003860000	Berlin	N8190 COUNTY ROAD A	05/07/2021	JAMES H JANES	\$32,000.00		Grain Bin		
12842	002001320100	Berlin	N9251 32ND DR	05/05/2021	DARLENE ATKINSON	\$10,000.00	Additions/Alterations - Accessory Structure	Porch Addition		
12865	002003360100	Berlin	W2202 PUCHYAN RD	05/28/2021	DOUGLAS & DAWN PUTZKE	\$40,000.00	Accessory Structure - Attached Deck/Patio	Deck attached to home. Inside the deck will be a 24ft circular pool and an 8ft x 8ft hot tub.		

Town of Brooklyn

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
12838	004003190200	Brooklyn	W1049 STATE ROAD 23 49	05/04/2021	RADENE BENZ	\$20,000.00	Additions / Alterations - Addition/Alteration to Accessory Structure	Bathroom addition that will go underneath the "lean to" part of the detached accessory structure.		
12841	004005550500	Brooklyn	N6027 SCHWARTZ LN	05/04/2021	RICHARD C & LAURA J STOBB	\$21,000.00		Garage Addition		
12844	004009830100	Brooklyn	W1174 ILLINOIS AVE	05/13/2021	DAVID Z & JUDITH L ARAWINKO TRUST	\$410,000.00	Principal Structure - Single Family	3-bedroom SFD with 864sqft attached garage. Length, Width, and Height of the home include the attached garage.		Driveway
12845	004013130000	Brooklyn	W3028 ORCHARD AVE	05/14/2021	NATHAN STEFFEN	\$277,000.00	Accessory Structure - Detached Garage	Detached Garage/pole shed	Principal Structure - Single Family	Ranch House
12853	004005570101	Brooklyn	No Address Available	05/20/2021	GORDON WORCHEL	\$295,000.00	Principal Structure - Single Family	Includes Attached Garage & Covered Deck		
12854	004011940000	Brooklyn	N5703 SUSAN ST	05/21/2021	GLEN G & MARIAN L SOMMERFELDT LIVING TRUST	\$297,295.00	Principal Structure - Single Family	Unfinished 8ft basement		
12859	004004700701	Brooklyn	No Address Available	05/24/2021	ALICANTE PROPERTIES LLC	\$180,000.00	Principal Structure - Single Family	20ft x 50ft Single Family Dwelling with Attached Garage (76ft x 50ft).		
12860	004021040500	Brooklyn	N5458 SHORE DR	05/24/2021	DARLENE HOLIK TRUST	\$5,000.00	Accessory Structure - Fence	"fence" is under 48" max and is an "open-style"		
12861	004010750000	Brooklyn	W3181 ORCHARD AVE	05/25/2021	PHILIP BURKART	\$25,000.00	Accessory Structure - Boathouse	Boathouse		
12862	004009750201	Brooklyn	N5734 SUSAN ST	05/28/2021	TERRI REED	\$456,000.00	Principal Structure - Single Family	3-bedroom 2.5-bath and attached garage.		Driveway is approximately 12ft x 67' with a 32' x 46' concrete slab outside of the garage.
12863	004010050000	Brooklyn	W2223 HICKORY RD	05/27/2021	KAREN DIAMOND	\$250,000.00	Additions / Alterations - Addition/Alteration to Principal Structure	Covered porch on north side of house near lake.	Additions / Alterations - Addition/Alteration to Principal Structure	Screen Porch on south side of home closest to lake.

Town of Green Lake

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
12839	006002580000	Green Lake	W801 CENTER RD	05/04/2021	DAVID L & SUSAN L BRUSS	\$135,000.00		Barn Addition		
12846	006015940000	Green Lake	N5141 HORNER RD	05/14/2021	LISA ELERT	\$9,000.00		Driveway	Accessory Structure - Fence	Open style chain link fence
12847	006005810501	Green Lake	W2155 MELMAR DR	05/14/2021	JANICE MCCORMICK SURVIVORS TRUST	\$350,000.00	Principal Structure - Single Family	3 Bedroom House	Accessory Structure - Attached Garage	3 Car Garage
12848	006002560000	Green Lake	W766 CENTER RD	05/14/2021	ALLAN G & JANET L BROOKS REVOCABLE TRUST	\$45,000.00	Accessory Structure - Attached Garage	Garage Addition		
12858	006021030000	Green Lake	N2755 WELK RD	05/24/2021	JAMES J & MARY E BLESSING	\$3,500.00	Land Disturbing Activity - Impervious Surface Treatment Device	62sqft rain garden	Accessory Structure - Attached Deck/Patio	Attached Deck that will be 185sqft
12864	006010230100	Green Lake	W1739 SANDSTONE AVE	05/27/2021	PAUL M MICKLE	\$170,000.00	Accessory Structure - Attached Garage	Project is for an attached garage with storage space above. Being that the new attached garage does not share at least a 20ft common wall with the existing structure it will be held to the 20% or 300sqft whichever is less for habitable area.		
12866	006000400100	Green Lake	W1069 SCOTT HILL RD	05/28/2021	BRENT & LISA BURDICK REVOCABLE TRUST	\$40,000.00	Accessory Structure - Detached Garage			

Town of Kingston

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
NONE										

Town of Mackford

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
NONE										

Town of Manchester

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
12827	012006020000	Manchester	N489 INGLEHART RD	05/14/2021	DORNFELD FARMS INC	\$397,000.00	Principal Structure - Single Family	3 Bedroom House	Accessory Structure - Attached Garage	Garage
12852	012001510000	Manchester	W3871 STATE ROAD 44	05/20/2021	NETTIE MILLER	\$25,100.00	Accessory Structure - Storage Buildings	Existing building moved to a new location		Wash House
12857	012006070100	Manchester	N154 INGLEHART RD	05/21/2021	DOYLE HOFFMANN	\$100,000.00	Accessory Structure - Detached Garage	Detached Garage		

Town of Marquette

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
12837	014007190000	Marquette	No Address Available	05/03/2021	SHARON JAHNKE	\$397,500.00		Porch Addition	Additions / Alterations - Addition/Alteration to Principal Structure	Sunroom
12840	014002890101	Marquette	W7004 PUCKAWAY RD	05/04/2021	ROBIN'S NEST RESORTS LLC	\$12,000.00	Accessory Structure - Attached Deck/Patio	Attached 8' x 15' screen porch with a 4' x 15' deck and a 3.5' x 5' steps		
12856	014003350000	Marquette	W6522 PUCKAWAY RD	05/21/2021	STEPHEN DRAGINIS	\$47,000.00	Additions / Alterations - Addition/Alteration to Principal Structure	Attached 3-season room that will be in the exact same as the deck that it is replacing.		

Town of Princeton

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
12843	016005080400	Princeton	N4403 NELSON RD	05/07/2021	JAY T & CARLA A VILLANI	\$50,000.00	Accessory Structure - Detached Garage		Accessory Structure - Retaining Walls	
12849	016003440100	Princeton	No Address Available	05/17/2021	LYDIA ERICKSON	\$95,000.00	Accessory Structure - Detached Garage	Detached Garage		Driveway
12851	016010840000	Princeton	N4611 OAK RD	05/19/2021	SUSAN VENTURI	\$75,000.00		Driveway		Garage
12855	016010800000	Princeton	W3395 ORCHARD AVE	05/21/2021	JOSHUA D & VICTORIA S GORMLEY 2016 REVOCABLE TRUST	\$70,000.00	Accessory Structure - Detached Garage	Detached Garage		Driveway

Town of Saint Marie

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
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None

Town of Seneca

Permit Number	Parcel Number	Township	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
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None

Total Estimated Cost: \$4,339,395.00

Sanitary Permits: 5/1/2021 - 5/31/2021

Sanitary Permit	Parcel Number	Site Address	Owners	Date Issued	Permit Type	System Type	Plumber Name	Additional Explanation	Permit Fee \$ (County)	Permit Fee \$ (DSPS)
202124031	004004700701	No Address Available	ALICANTE PROPERTIES LLC	05/06/2021	New System	At-Grade	Jeffrey Novak	1 Bedroom House with Attached garage	280	100
202124032	Permit Pending Issuance								N/A	N/A
202124033	004009750201	N5734 SUSAN ST	TERRI REED	05/17/2021	New System	Conventional (Non-Pressurized In-Ground)	Ben Kinas	3 Bedroom House	280	100
202124034	008000180100	W7291 COUNTY ROAD B	DUSTIN ROUNDY	05/20/2021	Replacement System	Conventional (Non-Pressurized In-Ground)	Patrick Hughes	4 Bedroom House	280	100
202124035	008003810200	W6472 E NORTH ST	BROOKE HERWIG	05/21/2021	Replacement System	Conventional (Non-Pressurized In-Ground)	Hoffmann Plumbing	4 Bedroom House	280	100
Total:									1120	400

May 2021 Land Use Violation Report

First Notice

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Violation Date
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Second Notice

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Violation Date
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4003560000	No Address Available	EGBERT EXCAVATING INC	12225	Zoning	Update 12/15/20: Egbert working with surveyor to document filled areas as not significant and create the new CSM. UPDATE: 6/24/21: Surveyor to submit CSM and floodplain elevations by 7/12/21	4/5/2018
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2001280100	N9259 32ND DR	TERRENCE DUCKET	12796	Vehicles/Junk	Update: 4-19-2021. The findings were that the tire/wheel/rim pile was removed from the property but the materials pile (associated with a contractors yard/shop) were still present as well as approximately 5 unlicensed/unregistered or inoperable vehicles. UPDATE 6/9/21: Contractor yard letter sent. Will check every couple weeks to make sure they are complying.	3/17/2021
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Corp Council

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Violation Date
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16011960000	N4250 S LAKESHORE DR	SPICER ANDREW G & DORIS E	12744	Shoreland	A patio visible and entirely within the 75' shoreland setback. Final notice was sent out 12/07/2020. Update 2/28/2021: Corp. Counsel has sent a citation for building without a permit. If that does not resolve the violation an injunctive action will be made. UPDATE 6/24/2021: The patio must be removed by July 31st according to corporation counsel.	10/29/2020
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POWTS Violation Report

First Notice:

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Additional Information
004009950000	N5552 OLD OAK LN	PAFF FREDERICKA	10024391	POWTS Failure	System is a Cesspool	

Second Notice:

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Additional Information
002002110000	N8725 WHITE RIDGE RD	BLOCK KELIE	131	POWTS Failure	Tank not watertight	
004008730000	W2692 ABBEY DR	AMERICAN BAPTIST ASSEMBLY	10024028	POWTS Failure	System is a Cesspool	Met with Owner, They are working with a contractor
004008740000	N5533 LAWSON DR	AMERICAN BAPTIST ASSEMBLY	398126	POWTS Failure	Tank not watertight	Met with Owner, They are working with a contractor
006002750100	W1107 CENTER RD	FREDERICK KAITLYN	114935	POWTS Failure	Tank not watertight	Working with Contractor
006010220701	W1740 SANDSTONE AVE	WOOD SIMON	159178	POWTS Failure	Tank not watertight	Working with Contractor
006016040000	W1574 SANDSTONE AVE	WHELHAN REVOCABLE TRUST EUGENIA	10024566	POWTS Failure	System is a Cesspool	
014001720000	W5156 PINE RD N	HEINECKE RANDAL R ET AL	26724	POWTS Failure	Tank not watertight	Working with Contractor
014002350000	W5621 PINE RD S	SCHULTZ NATHAN	1969	POWTS Failure	Tank not watertight	
014008340000	W4052 COUNTY ROAD H	NOWATZSKI KATHY	1424052	POWTS Failure	Tank not watertight	
016001550100	W3464 OLD GREEN LAKE RD	HOME OF DIVINE MERCY INC	175	POWTS Failure	Tank not watertight	System may be abandoned by mid July
016002370000	N5549 COUNTY ROAD W	MILLIS NICHOLE	26761	POWTS Failure	Tank not watertight	Has New Permit
016002620600	N5193 COUNTY ROAD D	MARCOE ELYSE	1624026	POWTS Failure	Tank not watertight	
016006780100	N5973 CANAL ST	WILSON SAVANNAH	25526	POWTS Failure	Tank not watertight	Permit from 2019 Expired
016007700000	W5897 STATE ROAD 23	HAZELWOOD WANETTA ET AL	26752	POWTS Failure	Tank not watertight	
016009230000	N4904 RAY SHORTER RD	PROG ROD-GUN CLUB	10024259	POWTS Failure	Tank not watertight	Have 3 out of 12 Permits
016014660000	W4827 CRADLE RD	KAVANAUGH FAMILY LLC	284	POWTS Failure	Tank not watertight	House is currently being remodeled. No Plumbing inside currently
018000570000	W3602 PINE RD	BREWER DOUGLAS & SALLY	258	POWTS Failure	Tank not watertight	Working with Contractor
018002040000	W3390 COUNTY ROAD J	SCHULTZ BERNARD J JR	273	POWTS Failure	Tank not watertight	

§ 350-27 A-1 Farmland Preservation District.
[Amended 6-17-2008 by Ord. No. 935-08; 2-15-2011 by Ord. No. 989-2011; 11-14-2017 by Ord. No. 22-2017]

- A. Purpose. The purpose of this district is to promote areas for uses of a generally exclusive agricultural nature in order to protect farmland and to allow participation in the state's farmland preservation program. Land zoned under this district must comply with the following:
- (1) Permitted uses:
 - (a) Agricultural uses. See Subsection **D** for agricultural use definitions.
 - (b) Not including the specified accessory uses identified in Subsection **A(2)**, other accessory uses, including the farm residence. See Subsection **D** for "accessory use" definition.
 - (c) Upon prior notification to the county, transportation, utility, communication, or other uses that are required under state or federal law to be located in a specific place or that are authorized to be located in a specific place under a state or federal law that preempts the requirement of a conditional use permit for those uses.
 - (d) [Subsection **A(1)(c)** acknowledges that state or federal law may sometimes preempt local authority to restrict the siting of certain facilities. It does not purport to determine which state or federal actions are preemptive. It merely says that if state or federal action is preemptive, no local permit is required and there is no need to rezone the site out of the farmland preservation district. Uses covered by Subsection **A(1)(c)** might include, for example, state and federal highways, federally mandated pipelines, and energy generation and transmission facilities whose location and design are specifically mandated by the Wisconsin Public Service Commission pursuant to a certificate of convenience and necessity.]
 - (e) Undeveloped natural resource and open space areas.
 - (f) Nonfarm residences built prior to January 1, 2014.
 - (2) Conditional uses:
 - (a) Agriculture-related uses. (See Subsection **D** for "agriculture-related use" definition.)
 - (b) A business, activity, or enterprise, whether or not associated with an agricultural use, and is not a dog breeding facility or a dog breeder as defined in ATCP 16, which meets all of the following requirements:
 - [1] It is conducted on a farm by an owner or operator of that farm.
 - [2] It requires no buildings, structures, or improvements other than those described in Subsection D(1) and (3) of the definition of "accessory use."
 - [3] The total cumulative hours worked by paid employees, excluding the owner(s), shall not exceed 160 hours per week.

Summary of Comments on Pages from Amend Zoning Ordinance Draft Dog-2.pdf

Page: 1

Author: mkirkman Subject: Highlight Date: 6/17/2021 3:01:41 PM

Author: Kirkman, Matt Date: 6/8/2021 1:32:00 PM
Seemed the best location to clearly state that dog breeder or dog breeding facilities shall not be conditionally permitted in the A-1 district.

[3] The operation and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations outside the farmland preservation zoning district, or are specifically approved under state or federal law.

[4] The operation is reasonably designed to minimize the conversion of land around the extraction site from agricultural use or open space use.

[5] The operation does not substantially impair or limit the current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

[6] The owner agrees to restore the land to agricultural use, consistent with any required reclamation plan, when extraction is completed.

[7] Compliance with Chapter 323 (Nonmetallic Mining Reclamation).

(f) Oil and gas exploration or production that is licensed by the Department of Natural Resources under Subchapter II of Chapter 295, Wisconsin Statutes.

(g) Private airport or air strip qualifying as an accessory use under § 91.01(1), Wis. Stats.

(h) Dog kennels qualifying as an accessory use under § 91.01(1), Wis. Stats. Dog breeder(s) or dog breeding facility(s) as defined in ATCP 16.01 are not allowed in the A-1, Farmland Preservation Zoning District.

(i) Game farms/shooting preserves qualifying as an accessory use under § 91.01(1)(b), Wis. Stats. To meet the definition of agricultural use, the game birds or cervids must be raised on the farm for release for hunting.

(j) Shooting ranges meeting the requirements in § 91.01(1)(d), Wis. Stats.

(k) Manure storage systems. (Please note that permits for manure storage systems are subject to § ATCP 50.56 and Ch. ATCP 51, Wis. Adm. Code.)

(l) Slaughtering of livestock from the A-1 District.

(m) Processing agricultural by-products or wastes received directly from farms, including farms in the A-1 District.

Note: The County may issue a conditional use permit for a proposed land use not identified in this section if the proposed land use meets applicable conditions under this section. Before issuing a conditional use permit, the County shall determine, in writing, that the proposed use meets applicable conditions under this section. The County may issue the permit subject to conditions designed to carry out the purposes of this chapter. Dog breeder or Dog breeding facility as defined in ATCP 16 are exempt from this provision.

(3) Area, height and setback requirements:

(a) Dimensional standards: A lot or parcel shall have no less than eight acres of contiguous land area. [Amended 5-21-2019 by Ord. No. 11-2019]

Page: 2

Author: mkirkman Subject: Highlight Date: 6/17/2021 3:02:35 PM

Author: Kirkman, Matt Date: 6/8/2021 1:30:00 PM
To eliminate the "puppy mill" use from A-1, it seemed appropriate to clearly state that a dog kennel is not a dog breeder or Dog breeding facility.

Author: mkirkman Subject: Highlight Date: 6/17/2021 3:03:20 PM

Author: Kirkman, Matt Date: 6/8/2021 1:37:00 PM
Since the District allows for unidentified uses to be conditionally permitted through a CUP, it seemed appropriate to specifically exempt dog breeder and dog breeding facility from this provision.

this definition, a parcel owned by one member of a married couple is deemed to be owned by the married couple.

- (2) Land is deemed to be under "common ownership," for purposes of this chapter, if it is all owned by the same individual, married couple, joint tenants, and tenants in common, corporation, LLC, partnership, estate or trust. If land parcels are owned by separate legal entities, but those legal entities are all wholly owned by exactly the same person or persons, those land parcels are deemed to be under "common ownership" for purposes of this chapter.

CONDITIONAL USES

Uses of a special nature as to make impractical their predetermination as a permitted use in a district. Conditional uses as used in the A-1 Farmland Preservation Zoning District must meet the requirements of § 91.46, Wis. Stats.

CONTIGUOUS

Adjacent to or sharing a common boundary. "Contiguous" land includes land that is separated only by a river, stream, section line, public road, private road, railroad, pipeline, transmission line, or transportation or transmission right-of-way. Parcels are not "contiguous" if they meet only at a single point.

DOG BREEDER

A person who in any license year sells at least 25 dogs, from more than 3 litters, which that person has bred and raised in this state. A person has bred and raised dogs for purposes of this paragraph if that person has owned the dogs from birth until sale, regardless of whether the person has contracted with an agent to raise the dogs on real estate owned or occupied by that agent.

DOG BREEDING FACILITY

A place in this state where dogs are bred and raised and from which at least 25 dogs from more than 3 litters are sold in a license year.

DOG KENNEL

An establishment, that is not a dog breeding facility, in which dogs are housed, boarded, groomed, sheltered, protected, trained or sold for fee or compensation.

FARM

- (1) All land under common ownership that is primarily devoted to agricultural use. For the purpose of this definition, land is deemed to be primarily devoted to agricultural use if the following apply:
 - (a) The land produces at least \$6,000 in annual gross farm revenues to its owner or renter, regardless of whether a majority of the land area is in agricultural use; or
 - (b) A majority (greater than 50%) of the land is in agricultural use.
- (2) In determining whether land is in agricultural use for purposes of the definition of "agricultural use," a zoning authority may consider how the land is classified for property tax purposes. (See Ch. Tax 18, Wis. Adm. Code.)

Author: mkirkman	Subject: Highlight	Date: 6/17/2021 3:03:30 PM
Author: Kirkman, Matt	Date: 6/8/2021 2:40:00 PM	These definitions are already referenced in the A-1 zoning district, but having the definitions included in the ordinance is more convenient than looking up ATCP 16.
Author: Kirkman, Matt	Date: 6/8/2021 2:43:00 PM	See above note, plus both of these definitions are necessary to complete the regulated picture.
Author: Kirkman, Matt	Date: 6/8/2021 2:50:00 PM	Seemed appropriate to define this use as the A-1 zoning district has its own set of definitions.

FARM RESIDENCE

- (1) A single-family or two-family residence that is the only residential structure on the farm or is occupied by any of the following:
 - (a) An owner or operator of the farm.
 - (b) A parent or child of an owner or operator of the farm.
 - (c) An individual who earns more than 50% of his or her gross income from the farm.
- (2) To qualify as a "farm residence," a residence must be located on a "farm." If a farm owner deeds off a residential parcel to another person (even if that person is the farm owner's parent, child or employee), the separately owned parcel is no longer part of the original "farm." A residence built on that parcel does not qualify as a "farm residence" unless the parcel qualifies as a "farm" in its own right.

GROSS FARM REVENUES

Gross receipts from agricultural use of a farm, excluding rent receipts, less the cost or other basis of livestock or other agricultural items purchased for resale which are sold or otherwise disposed of during the taxable year. Gross farm revenue includes receipts accruing to a renter, but does not include rent paid to the landowner.

LICENSE YEAR

Means the 12-month period ending on September 30th for a license granted by the Department of Agriculture, Trade and Consumer Protection to operate as a dog dealer, dog breeder or as a dog breeding facility.

LIVESTOCK

Includes bovine animals, equine animals, goats, poultry, sheep, swine, farm-raised deer, farm-raised game birds, camelids, ratites and farm-raised fish.

NONCONFORMING USES OR STRUCTURES

Any structure, land, or water lawfully used, occupied, or erected at the time of the effective date of this chapter which does not conform to the regulations of this chapter. Any such structure conforming in respect to use, but not in respect to frontage, width, height, area, yard, parking, loading, or distance requirements shall be considered a nonconforming structure and not a nonconforming use.

NONFARM RESIDENCE

Any residence other than a farm residence.

OPEN SPACE PARCEL





A parcel on which no buildings, other than hunting blinds or small sheds, have been constructed or approved for construction.

PERSON

An individual, corporation, partnership, limited liability company (LLC), trust, estate or other legal entity.

- (x) Riding stable, personal.
- (y) Roadside stand of less than 300 square feet in area as a temporary structure not wholly enclosed for the sale of produce grown on the premises. One stand allowed per premises.
- (z) Signs per § 350-43.
- (aa) Trail, biking.
- (bb) Trail, hiking.
- (cc) Trail, horse.
- (dd) Trail, nature.
- (ee) Trail, recreation.
- (ff) Utility, local service lines/structures.
- (gg) Viticulture.
- (hh) All permitted uses described in § 350-27, Farmland Preservation District.
- (2) Conditional uses. Conditions and standards for a conditional use permit are set forth in Chapter 350, Article VII, Conditional Use Permits.
 - (a) Air landing field, agricultural landowner use.
 - (b) Animal veterinary clinic.
 - (c) Animal hospital.
 - (d) Animal kennel.
 - (e) Animal shelter.
 - (f) Dog Breeding Facility
 - (g) Cemetery.
 - (h) Churches and religious structures.
 - (i) Dwelling for caretaker/laborer(s), may be multiple units.
 - (j) Farm, fish.
 - (k) Farm, fur.
 - (l) Farm, game.

Page: 5

-  Author: mkirkman Subject: Highlight Date: 6/17/2021 3:04:02 PM
-  Author: Kirkman, Matt Date: 6/8/2021 3:37:00 PM
Combined (b) and (f) to make room for Dog Breeding Facility
-  Author: mkirkman Subject: Highlight Date: 6/17/2021 3:04:12 PM
-  Author: Kirkman, Matt Date: 6/8/2021 3:38:00 PM
Deleted due to repetitive use when compared to (b) above, and made room for Dog Breeding Facility

educational or recreational purpose but not primarily for profit and not primarily to render a service that is customarily carried on as a business.

COMMITTEE

The Land Use Planning and Zoning Committee.

CONDITIONAL USE PERMIT

A use that may be considered in a particular zoning district if it is adaptable to the limitations of a particular site or made to be complimentary to adjacent land uses. The Land Use Planning and Zoning Committee, as authorized by County ordinance, shall only grant a conditional use permit if the use is consistent with the purpose and intent of this chapter, and may impose conditions that are related to the requested use and reasonable to ensure compliance with this chapter. The applicant must provide substantial evidence the conditions are or will be satisfied.

[Amended 3-19-2019 by Ord. No. 2-2019]

CONDOMINIUM

As provided in § 703.02(4), Wis. Stats., means property being subject to a condominium declaration established under Chapter 703, Wis. Stats.

DAYS

Shall refer to full calendar days.

DENSITY

The relationship of an area of land (generally stated in square feet) to a dwelling unit.

DEVELOPMENT

Any man-made change to improved or unimproved real estate, including but not limited to the construction of buildings, structures or accessory structures; the construction of additions or substantial alterations to buildings, structures or accessory structures; the placement of mobile homes; ditching, lagooning, dredging, filling, grading, paving, excavation or drilling operations; and the deposition or extraction of earthen materials.

DOG BREEDER

A person who in any license year sells at least 25 dogs, from more than 3 litters, which that person has bred and raised in this state. A person has bred and raised dogs for purposes of this paragraph if that person has owned the dogs from birth until sale, regardless of whether the person has contracted with an agent to raise the dogs on real estate owner or occupied by that agent.

DOG BREEDING FACILITY

A place in this state where dogs are bred and raised and from which at least 25 dogs from more than 3 litters are sold in a license year.

DRIVE-THROUGH

Any use where products and/or services are provided to the customer under conditions where the customer does not have to leave the vehicle or where fast service to the vehicle occupants is a service offered regardless of whether the service is provided within the structure.

Author: mkirkman Subject: Highlight Date: 6/17/2021 3:05:11 PM

Author: Kirkman, Matt Date: 6/8/2021 2:40:00 PM
These definitions are already referenced in the A-1 zoning district, but having the definitions included in the ordinance is more convenient than looking up ATCP 16.

Author: Kirkman, Matt Date: 6/8/2021 2:43:00 PM
See above note, plus both of these definitions are necessary to complete the regulated picture.

residing on the premises and where there is no emission of odor, gas, smoke, dust or noise that will be detrimental to the character of the neighborhood.

HORTICULTURE

Horticultural uses and structures designed for the storage of products and machinery pertaining and necessary thereto.

HOSPITAL

Any structure, institution or place for the diagnosis, treatment and medical, mental, or surgical care of individuals that makes available clinical laboratory service, diagnostic x-ray and treatment facilities for surgery, or obstetrical or psychiatric care and which is accredited as a hospital by the Joint Commission on the Accreditation of Hospitals.

HOTEL

A structure in which lodging, or boarding and lodging, is provided and offered to the public for compensation, and in which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge at all times.

INSTITUTION

A nonprofit, religious, or public use, such as a church, public or private school, or hospital establishment for public use.

JUNK

Any scrap, waste, reclaimable material or debris, whether or not stored or used in conjunction with dismantling, processing, salvage, storage, baling, disposal or other use or disposition. Junk includes, but is not limited to, unregistered or inoperable vehicles, tires, vehicle parts, equipment, paper, rags, metal, glass, building materials, household appliances, brush, wood and lumber.

JUNKYARD

Any land area, building or structure or part thereof used for the storage, collecting, processing, purchase, sale or abandonment of junk.

KENNEL

An establishment, that is not a dog breeding facility as defined in ATCP 16, in which domestic animals are housed, boarded, groomed, sheltered, protected, bred, trained or sold for a fee or compensation.

LANDFILL

A system of trash, waste, refuse, debris, salvaged material or garbage disposal in which the waste is buried between layers of soil.

LICENSE YEAR

Means the 12-month period ending on September 30th for a license granted by the Wisconsin Department of Agriculture, Trade and Consumer Protection to operate as a dog dealer, dog breeder or a dog breeding facility.

LOADING AREA

A completely off-street space or berth on the same land area, for the loading or unloading of freight

Page: 7

- Author: Date: 4/21/2021 4:05:00 PM
Editor's Note: The former definition of "hub height," added 12-16-2008 by Ord. No. 942-08, which immediately followed this definition, was repealed 12-15-2009 by Ord. No. 969-2009.
- Author: mkirkman Subject: Highlight Date: 6/17/2021 3:06:13 PM
- Author: Kirkman, Matt Date: 6/8/2021 2:53:00 PM
Necessary to revise this definition to clarify that dog kennels are not the same as dog breeding facilities.
- Author: Date: 4/21/2021 4:05:00 PM
Editor's Note: The former definition of "land area," which immediately followed this definition, was repealed 8-19-2014 by Ord. No. 1092-2014.
- Author: mkirkman Subject: Highlight Date: 6/17/2021 3:06:04 PM
- Author: Kirkman, Matt Date: 6/17/2021 2:37:00 PM
Just carrying this over to entire ordinance definition section.

RECLASSIFICATION OF EXISTING POSITION ANALYSIS

This form is to be completed for all reclassification of existing position.

DIRECTIONS:

All steps of the Reclassification of Existing Position Analysis form must be followed. Reclassification of a position is subject to final approval by the County Board. The approval must be granted prior to the annual performance evaluation process and/or submission of the department budget to the County Administrator for compiling of the county budget for the next year.

A position reclassification is the assignment of a new job description and pay group to an existing position. A reclassification is based on an evaluation of the duties, responsibilities, scope, impact, and minimum qualifications of the position. A reclassification involves a thorough review process to determine the appropriate job title and pay grade for positions whose job duties and responsibilities have undergone significant changes.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering reclassification of a position request regarding position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with the justification for any proposed changes to a position title, modified job description, and/or proposed wage classification and appropriate resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the Reclassification of Existing Positions Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) with the recommendations of the Administrator, or if rejected by the Administrator returned to the department head.

(b) The requesting department head shall present the completed form along with Administrator recommendation, justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's position reclassification request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

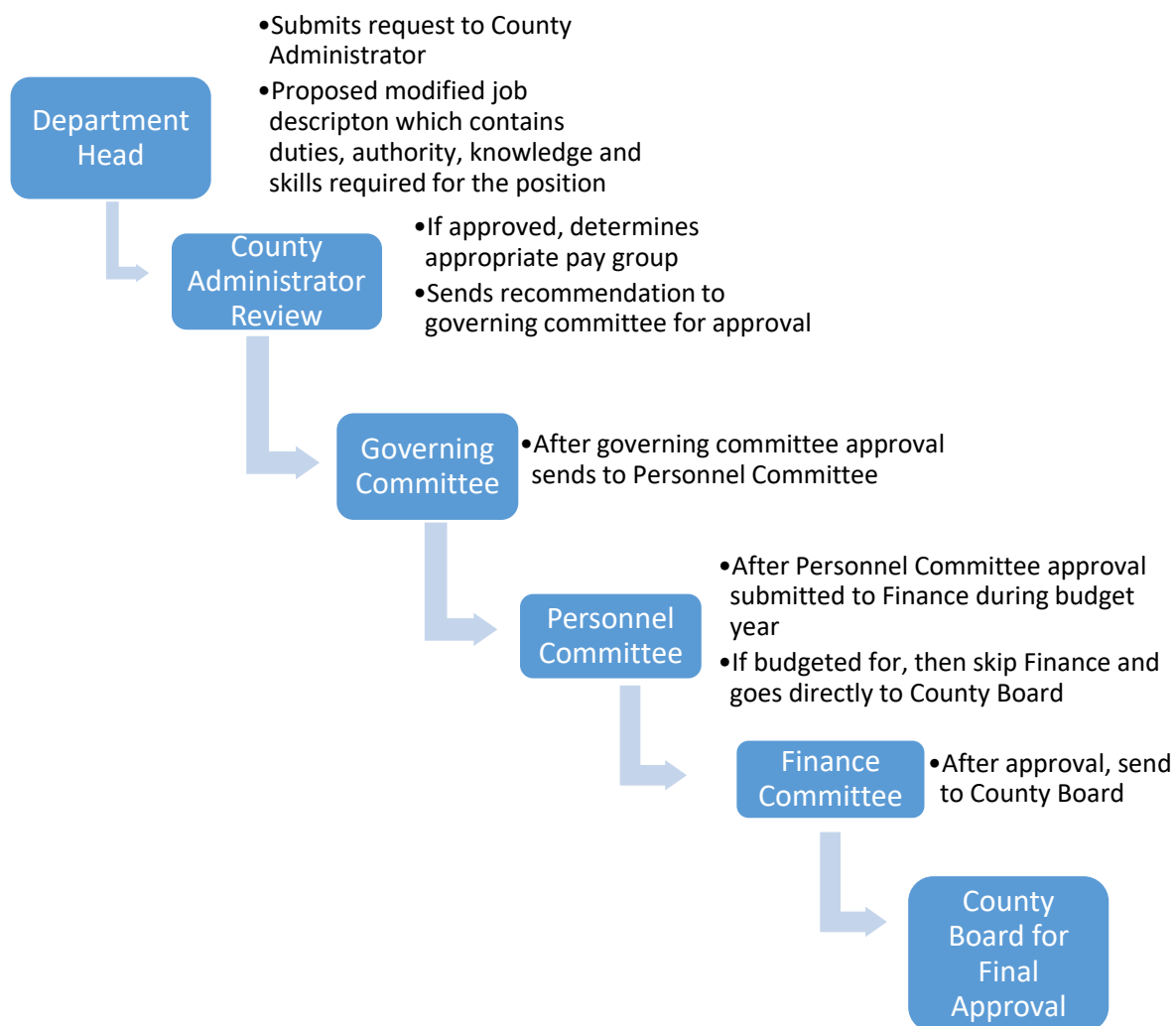
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the position reclassification is to be implemented after the annual budget has already been adopted. If position reclassification is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the position reclassification request shall be presented to the County Board in resolution form for final approval. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the position reclassification, it shall become effective as of the date specified in the resolution.

RECLASSIFICATION OF AN EXISTING POSITION PROCESS FLOW CHART



RECLASSIFICATION OF AN EXISTING POSITION ANALYSIS

A. **Department:** Land Use Planning & Zoning **Date:** June 6, 2021

Department Head: Matt Kirkman

Proposed Position for Reclassification: GIS Specialist

Current classification Pay Group: 10

Current Pay Group Pay Range: _____ 80% X 107% _____ 120%

Proposed new Pay Group: 9

Proposed Pay Group Pay Range: _____ 80% X 100% _____ 120%

B. ***Please provide justification for the position reclassification:*** The GIS Specialist position was created as a highly technical professional position in 2004. Since then, several new duties and responsibilities have presented themselves and the current GIS Specialist (Gerald Stanuch) has accepted them without delay or complaint. These duties and responsibilities have been added to the revised job description.

Suggested Title (if changed): GIS & 911 Specialist / Land Information Officer

Co. Administrator / HR Coordinator's Recommended Classification: Pay Group 9

Projected Effective Date: January 1, 2022

C. General Description of the Position: Provides administration and technical expertise to develop, implement and maintain the County's Geographic Information System (GIS) and the County's Land Information Program. This position coordinates with multiple departments to develop valuable geospatial datasets that can be implemented in the countywide GIS and that meet goals of the Wisconsin Land Information Program (WLIP). These efforts will move forward the task of land information as part of the overall County effort to modernize land information records whenever possible.

- D. **Typical Examples of Work Performed:** (also see revised job description)
1. Serves as the Land Information Officer and attends Land Information Officer Network meetings.
 2. Applies for annual Wisconsin Land Information Grants and certifies that all grant funds are used exclusively for countywide land records modernization, as required by Statute.
 3. Facilitates coordination with and the distribution of WLIP materials with other WLIP related County staff, departments, committees, the County Board and the general public.
 4. Administers and coordinates the Land Information Office's Drone program.
 5. Reviews products; make decisions; analyze data; design; maintain utilities; debug subroutines; trouble-shoot; form alternatives; and along with the County Information Technology department consult with users to develop and implement the County GIS.
 6. Maintains County ArcGIS Online web portal and applications.
 7. Administers the County 911 Database, including the Master Street Address Guide, US Postal data merges, and emergency service boundaries.
 8. Provides "back-end" access to Land Use Planning & Zoning Department's databases of which permit tracking software modules are based.

E. Minimum Qualifications for position:

Education: Bachelor's Degree in Geography, Cartography, Computer Science, or related field, Geographic Information System (GIS), FAA Part 107 Drone Certification preferred.

Experience: Three years experience as a project director of GIS mapping.

F: Funding:

Current annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
10	32.71	68,037	4,593	5,205	25,295	95	NA

Proposed annual costs:

Pay Group	Hourly	Annual	Retirement	Social Security	Health Ins.	Life Ins.	Work Comp
9	33.62	69,929	4,720	5,349	25,295	98	NA

1. Where will any increased funding for this position come from? : Land Information Grant for salary increase and General fund for benefits increase.

Is this cost in the current department budget? Y N

H. Who does this person/position report to? __Matt Kirkman__

COUNTY ADMINISTRATOR Action: *Catherine J. Schmit*

Reclassification Approved: Yes Date: 06/11/2021

Comments: This position has taken on additional critical tasks over time and has extended their scope to support of other county departments. The reclass action is past due in my opinion.

COMMITTEE OF JURISDICTION Action:

Reclassification Approved: Y / N Date: _____

By a vote of ____ aye, ____ nay, ____ absent/abstention

PERSONNEL COMMITTEE Action:

Support Reclassification as Proposed: Y / N / NA Date: _____

By a vote of ____ aye, ____ nay, ____ absent/abstention

FINANCE COMMITTEE Action:

Fiscal Note Approved: Y / N Date: _____

By a vote of ____ aye, ____ nay, ____ absent/abstention

COUNTY BOARD Action:

Approved: Y / N Date: _____

By a vote of ____ aye, ____ nay, ____ absent/abstention

NOTICE OF PUBLIC HEARING

The Green Lake County Land Use Planning and Zoning Committee will hold a public hearing in County Board Room #0902 of the Green Lake County Government Center, 571 County Road A, Green Lake, WI, on **Thursday, July 1, 2021, at 5:00 p.m.** to consider the following requests:

Item I: Owners: Daniel & Ruthie Mae Bontrager **Site location:** W4048 County Line Rd **General legal description:** Parcel 012-0650-0300, described as lands in the SE1/4 of Section 32, Town 14 North, Range 12 East, Town of Manchester **Request:** CUP request for a wood-working / furniture shop as an agricultural accessory use.

Item II: Owners: David & Christina Miller **Applicant:** Steven Bontrager **Site location:** N1934 Hilltop Rd **General legal description:** Parcel 012-00114-0200, described as lands in the NE1/4 of Section 8, Town 14 North, Range 12 East, Town of Manchester **Request:** CUP request for a dog kennel use as an agricultural accessory use.

Item III: Owners: Timothy & Carolyn Mast **Site location:** W4651 Winding Ln **General legal description:** Parcel 012-00572-0101, described as Lot 1 of CSM 2573, located in the NE1/4 of Section 30, Town 14 North, Range 12 East, Town of Manchester **Request:** CUP request for a dog kennel use as an agricultural accessory use.

Item IV: Owners: Daniel & Mary Bontrager **Applicant:** Wayne Bontrager **Site location:** W3818 Heritage Rd **General legal description:** Parcel 012-00073-0000, described as lands in the SE1/4 of Section 4, Town 14 North, Range 12 East, Town of Manchester **Request:** CUP request for a dog kennel use as an agricultural accessory use.

Item V: Owners: Harley & Loretta Bontrager **Site location:** W4838 County Road H **General legal description:** Parcel 014-00778-0200, described as lands in the NW1/4 of Section 21, Town 15 North, Range 12 East, Town of Marquette **Request:** CUP request for a dog kennel use as an agricultural accessory use.

All interested persons wishing to be heard at the public hearing are invited to attend. For further detailed information concerning this notice and for information related to the outcome of public hearing items, contact the Green Lake County **Land Use Planning and Zoning Department** at (920) 294-4156.

Publish: June 17, 2021

SUMMARY NOTICE OF PUBLIC HEARING

The Green Lake County Land Use Planning and Zoning Committee will hold a public hearing in #0902 of the Government Center, 571 County Road A, Green Lake, WI, on **Thursday, July 1, 2021, at 5:00 p.m.** to consider the following:

Item I: Owners: Daniel & Ruthie Mae Bontrager **Site:** W4048 County Line Rd **Request:** CUP request for a wood-working / furniture shop as an agricultural accessory use.

Item II: Owners: David & Christina Miller **Applicant:** Steven Bontrager **Site:** N1934 Hilltop Rd **Request:** CUP request for a dog kennel as an agricultural accessory use.

Item III: Owners: Timothy & Carolyn Mast **Site:** W4651 Winding Ln **Request:** CUP request for a dog kennel as an agricultural accessory use.

Item IV: Owners: Daniel & Mary Bontrager **Applicant:** Wayne Bontrager **Site:** W3818 Heritage Rd **Request:** CUP request for a dog kennel as an agricultural accessory use.

Item V: Owner: Harley & Loretta Bontrager **Site:** W4838 County Rd H **Request:** CUP request for a dog kennel as an agricultural accessory use.

On June 17, 2021 the full text of the Notice of Public Hearing was published in Berlin Journal Newspapers and is available for viewing at the Berlin Journal, at www.co.green-lake.wi.us, at www.wisconsinpublicnotice.org and the public meeting notices board at the Green Lake County Court Government Center.

Publish: June 24, 2021

Land Use Planning and Zoning Committee Staff Report

Public Hearing

July 1, 2021

Item I: Conditional Use Permit (CUP)

Owners:

Daniel Bontrager

Applicant:

Daniel Bontrager

Request: The owners/applicant are requesting a conditional use permit to operate a woodworking/furniture shop.

Parcel Number/ Location: The request affects parcel 012-00650-0300 (±37.0 acres) located in the SE ¼ of the SE ¼ of Section 32, T14N, R12E, Town of Manchester. The site address is W4048 County Line Rd.

Existing Zoning and Uses of Adjacent Area: The subject sites are currently zoned as A1- Farmland Preservation District. Neighboring properties to the north, east, and west are also zoned A1- Farmland Preservation District. To the south of the property is Columbia County but it appears to be used agriculturally. General zoning will be associated with the parcel referenced above, this parcel does not fall under jurisdiction of floodplain or shoreland zoning.

Additional Information/Analysis: This site has been used primarily as an agricultural property, but the owner has also ran a small wood working/ furniture shop business on the side since 1996. The hours of operation would be between 6 am to 8 pm, but will only be used whenever the applicant is not busy with farm work and will only make furniture based off orders. They do not plan on keeping or making any unordered products on site. Any noise from the work will be controlled by being indoors and the sawdust will be reused on the farm for animal bedding. None of the existing buildings will be used towards the woodworking business.

According to county code 350-27(A)(2) a business activity or enterprise must not require any buildings other than what is allowed under accessory uses in the A1 zoning district. In this case the applicant is building a 40'x100' building in which will primarily (53%) be used as a horse barn and hay loft. The rest of the building will be used for the woodworking/ furniture shop (47%). Since this building will be used mostly as an agricultural use it is allowable with a conditional use permit under the zoning code.

It is important that the Committee maintain the purpose and intent of the County Zoning Ordinance when reviewing and approving a request of this nature. The following criteria are to be used by the Committee when making conditional use permit decisions:

General Criteria for Review of Conditional Use Requests:

- a) Will not have a negative effect upon the health, safety, and general welfare of occupants of surrounding lands; and

- b) Will be designed, constructed, operated, and maintained so as to be harmonious, be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area; and
- c) Will not be hazardous or disturbing to existing or future neighboring uses; and
- d) Will not be detrimental to property in the immediate vicinity or to the community as a whole; and
- e) Will be served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, and schools; the persons or agencies responsible for the establishment of the proposed use shall be able to provide, adequately, any such service; and
- f) Will have vehicular approaches to the property that shall be so designed as not to create an interference with traffic on surrounding public or private streets or roads.

County Staff Comments: This request should be reviewed by the Committee to determine if it meets the general criteria for review as listed above. If the Committee wishes to approve this request, the following conditions may be appropriate:

1. No additional expansion or addition of structures and/or uses relating to this conditional use permit shall occur without review and approval through future conditional use permit(s).
2. Hours of operation / manufacturing shall occur between 6:00am and 8:00pm Monday thru Sunday.
3. All lumber, materials, furniture and other equipment shall be stocked, piled, or stored in a building. No waste materials from the woodworking shop shall be stacked, piled or strewn about on the subject site.
4. The newly proposed building must be primarily used and designed towards agricultural uses.

Town of Manchester: An Action Form requesting the Town of Manchester's input related to this conditional use permit request was emailed to the Town Clerk on May 12th, 2021. The Town did not object and recommended approval of this request.

Fee Received (Non-Refundable) 375

Date 5-3-21

By signing and submitting this completed application with public hearing fee, the applicant or agent requests the Land Use Planning & Zoning Committee consider the conditional use permit request at the next available public hearing.

PROPERTY OWNER / APPLICANT

Name Daniel Bonttrager

Mailing Address W4048 County line Rd

Phone Number N/A Email N/A

Signature Daniel Bonttrager

920-350-2236
↳ ASK for Daniel Bonttrager

AGENT IF OTHER THAN OWNER

Name _____

Mailing Address _____

Phone Number _____ Email _____

Signature _____ Date _____

PROPERTY INFORMATION

Town of Manchester Location of Property W4048 County Line Rd.

Section 32 Town 14 N Range 12 E

Affected Parcel Number(s) 012-00650-0300 Affected Acres .2

Subdivision _____ Lot _____ Block _____

CSM 3394 Lot 1 or COS _____

Legal Description _____

Current Zoning Classification A-1

Present Use of Property: (List all current uses and improvements, i.e. home, store, farm field, wooded, etc.)

PROPOSAL - Use separate or additional sheet(s) IF necessary

Describe **specifically** the nature of this request (List all proposed uses of the parcel.) What do you plan to do? _____

If this application is for a use that will be contained to a part of the parcel, specify the exact dimensions of the affected area. _____

If this box is checked, provide the following information:

Proposed use has additional minimum development standards in Section _____.

Explain how your proposal meets or exceeds these requirements.

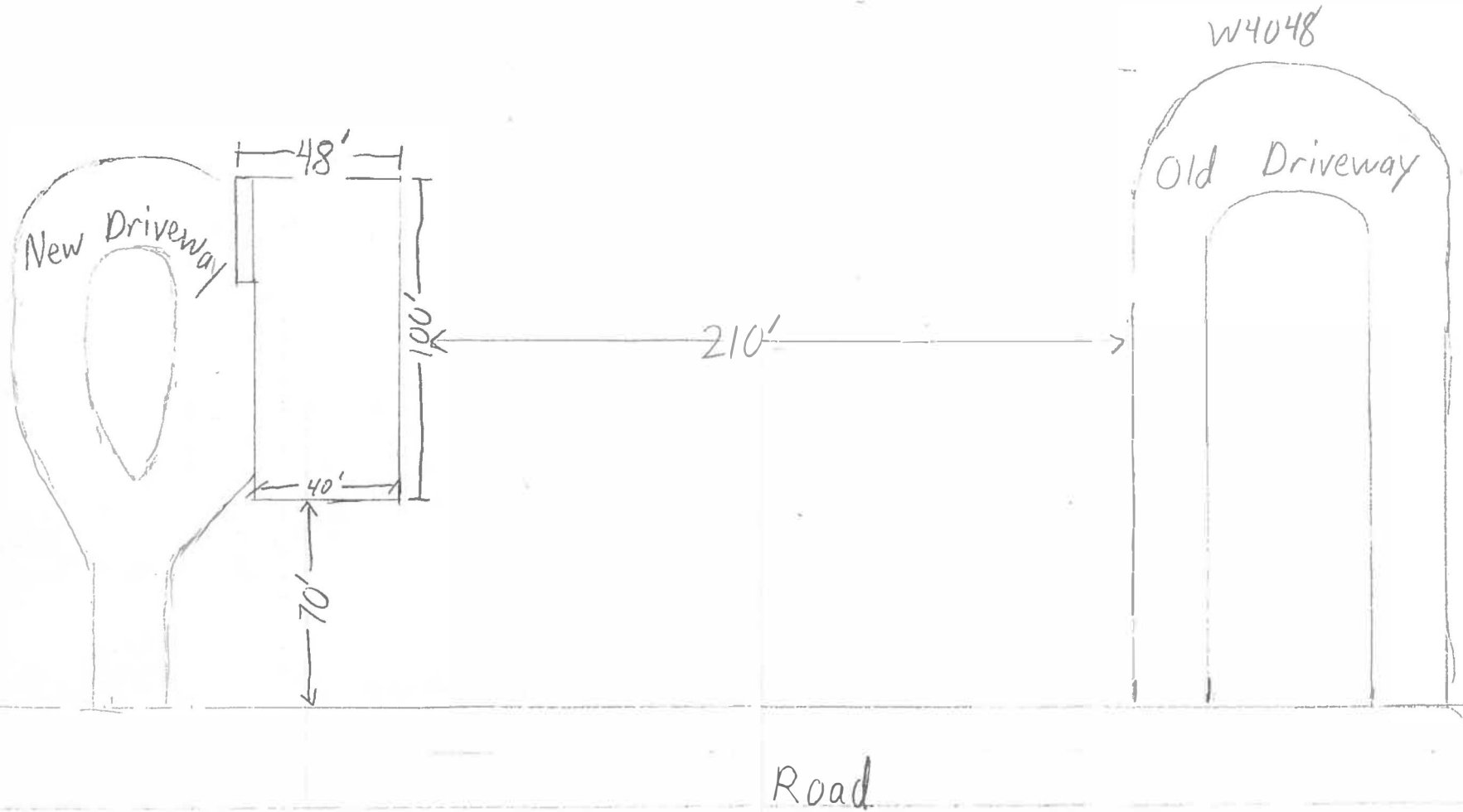
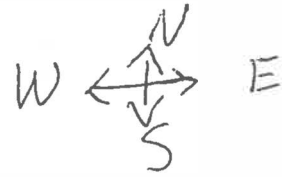
OPERATIONAL PLAN NARRATIVE

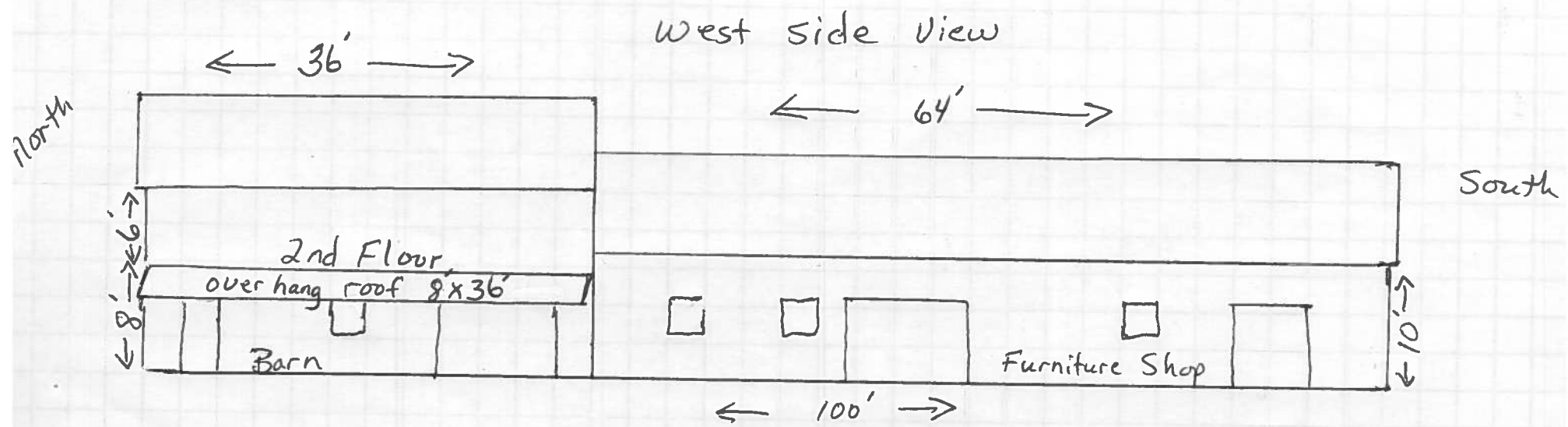
↳ See Attached _____

Operational Plan Narrative

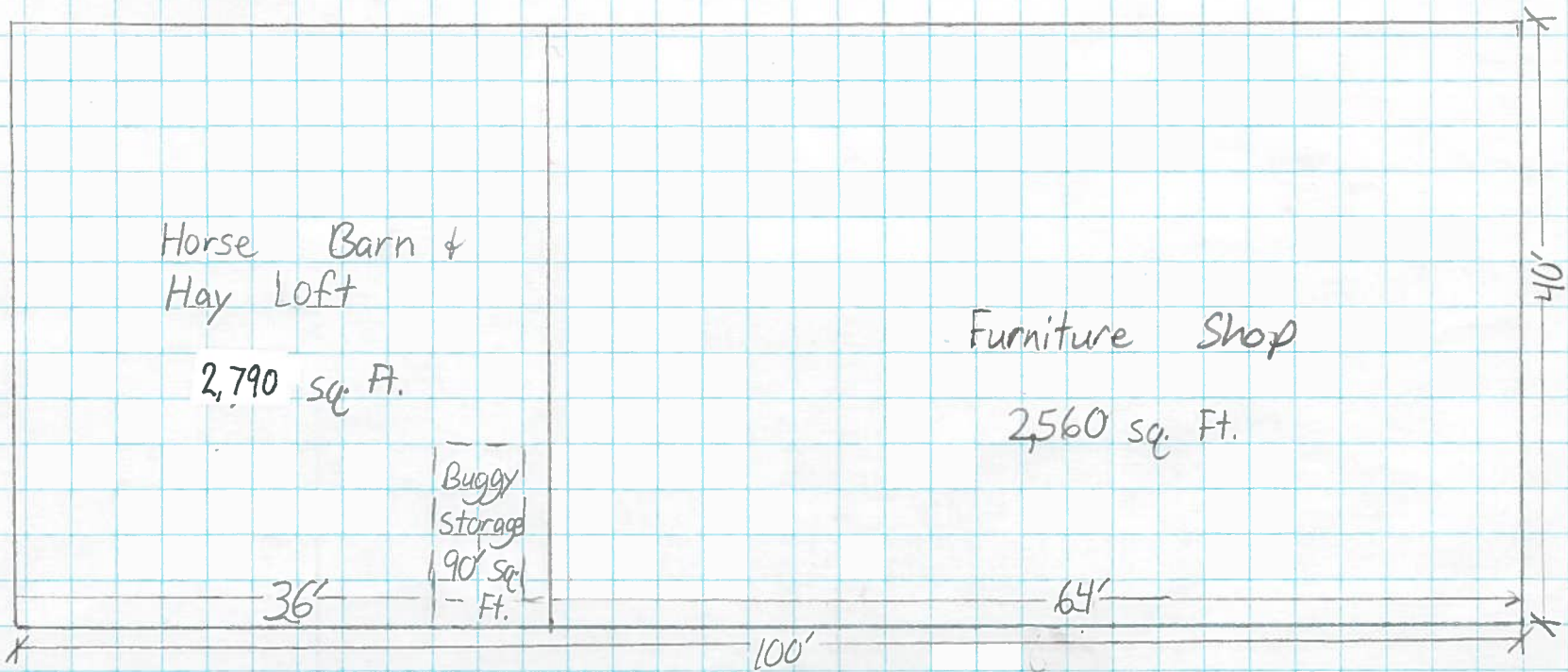
- Farming since 1993 selling furniture since 1996
- Properties been mostly farmed and used as a furniture shop on the side
- Proposed use is mostly an agricultural building with a furniture/woodworking shop business on the side (\$9,000 per year)
- 6am to 8 ~~am~~^{PM}, whenever not busy, makes furniture based on orders
- Year round
- Current buildings will not be used for woodworking shop
- New building to be applied for and built for shop
- None, possibly noise, sawdust → ^{Inside} Bedding
- Inside a building, sawdust reused on farm
- Owns the property

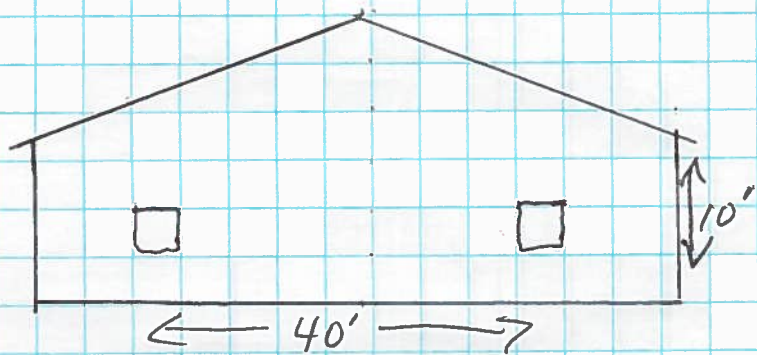
Daniel Bontager or Stephen Bontager



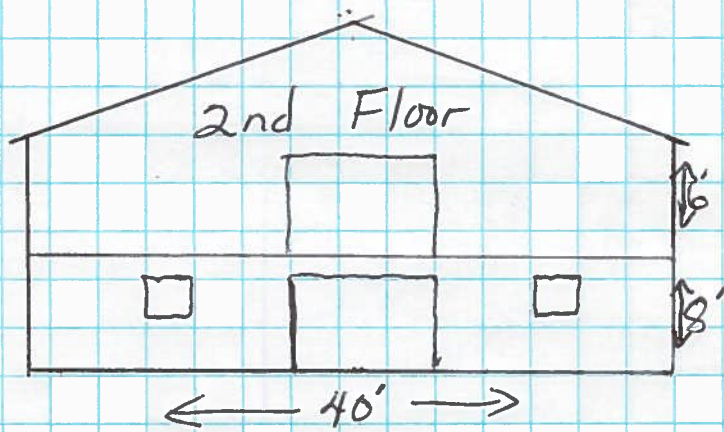


Floor Plan





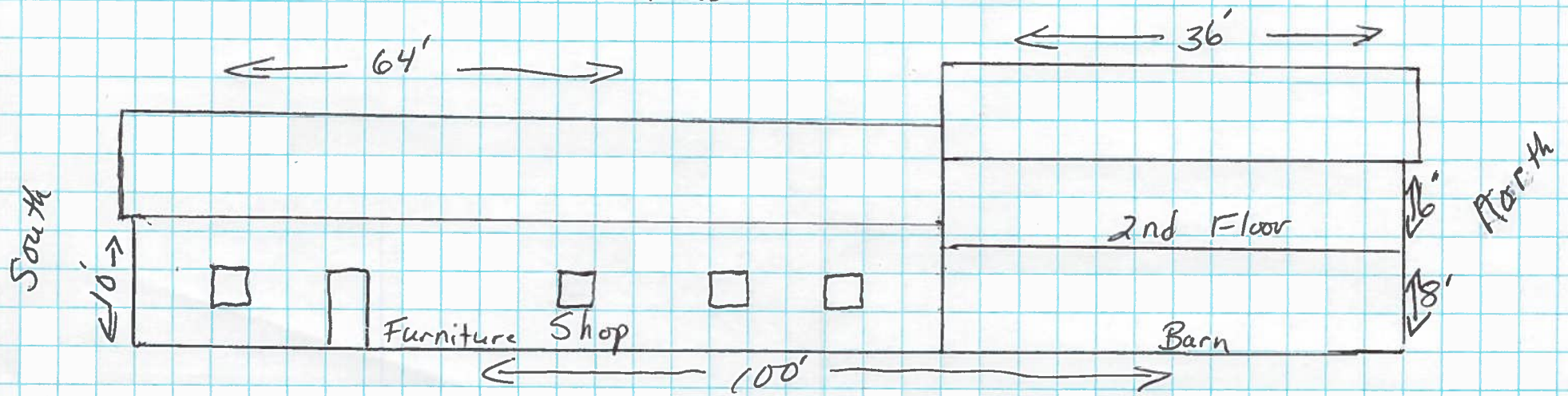
South End View



North End View

1 Box = 3'

East Side View



TOWN BOARD ACTION

Conditional Use Permit

Dear Land Use Planning and Zoning Committee:

Please be advised that the Town Board of Manchester, County of Green Lake, took the following action on –
(Date) MAY 17, 2021.

Owner/Applicant: Daniel E. & Ruthie Mae Bontrager

Site Location: W4048 County Line Rd, Cambria, WI 53923

General legal description: Parcel #012-00650-0300, described as Lot 1 of CSM 3394, located in the SE1/4 of Section 32, Town 14 North, Range 12 East, Town of Manchester. **Request:** CUP request for a wood-working / furniture shop use as an agricultural accessory use in the A-1, Farmland Preservation District.

Planned public hearing date for the above requests: July 1, 2021

Town Does Not object to and Approves of request

No action taken

Objects to and requests denial of request

NOTE: If denial – please enclose Town Resolution of denial

- Reason(s) for objection:

Corrine Krueger
Town Representative

5/17/21
Date Signed

NOTES: _____

Please return this form to the Land Use Planning & Zoning Office by: June 11, 2021

**LAND USE PLANNING AND ZONING COMMITTEE STAFF REPORT
PUBLIC HEARING**

July 1, 2021

ITEM II: CONDITIONAL USE PERMIT

OWNER:
David Miller

APPLICANT:
David Miller
Steven Bontrager

REQUEST: The owner/applicant is requesting a Conditional Use Permit to allow for a dog kennel as an agricultural accessory use.

PARCEL NUMBER / LOCATION: Parcel number 012-00114-0200; located in the NE¹/₄ of the NE¹/₄ of Section 8, T14N, R12E, Town of Manchester, Green Lake County. The location of the site is N1934 Hilltop Rd and is ±10.79 acres in size.

EXISTING ZONING AND USES OF ADJACENT AREA: The current zoning for the parcel referenced above is A-2, General Agriculture District. The lands to the east are zoned as A-1, Farmland Preservation, The lands to the north are zoned as A-2 and A-1. The lands to the west are zoned as A-1 with one property zoned as R-1. Single Family Residence District. The lands to the south are zoned as R-4, Rural Residential District. The predominant use of the land surrounding the site is devoted to agricultural purposes with some residential uses scattered around.

ADDITIONAL INFORMATION / ANALYSIS: The applicant is proposing to build a 60'x40' building to raise and breed dogs. The building would be accompanied by two play areas. The one on the south side of the building would approximately be 40'x60'. The one on the north side of the building would be approximately 40'x100'. The proposed dog kennel use would be for breeding, whelping, raising, feeding, and the eventual sale of the dogs. The dog kennel building will have around 16 pens that are 4'x14' with half of the pen being outside. There will be ±2 dogs per pen. The dogs will have about four hours each day in the play areas. This will be a year-round operation. All kennel related duties and responsibilities will be done by the applicant or their family. There is no plan to hire any employees. The kennel pens would be cleaned once a day and would also be disinfected once every week. Wastewater from the cleaning/maintenance of the dog kennel building will be managed as part of State standards. A holding tank will be installed to collect any waste which will then be applied onto the owner's fields. The property is in a rural setting and the owner has indicated that the neighbors do not have any objections to a dog kennel being located on this parcel.

Currently, the subject site is used agriculturally as a farm field. There is a farm residence and other agricultural buildings located on the referenced parcel. The owner currently lives on the property. The proposed dog kennel use meets goal #5 of the Comprehensive Plan placing compatible service and employment opportunities with existing uses. The use is not inconsistent with goals #1, #2, and #3 which are to preserve rural character, water resources, and farmland.

It is the charge of the Planning & Zoning Committee to determine if this request meets the intended purpose of the Green Lake County Zoning Ordinance and, if so necessary, to apply any conditions that will ensure that this use will meet the general criteria (a-f) below.

GENERAL CRITERIA FOR REVIEW OF CONDITIONAL USE REQUESTS:

- a) Will not have a negative effect upon the health, safety, and general welfare of occupants of surrounding lands; and
- b) Will be designed, constructed, operated, and maintained so as to be harmonious, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area; and
- c) Will not be hazardous or disturbing to existing or future neighboring uses; and
- d) Will not be detrimental to property in the immediate vicinity or to the community as a whole; and
- e) Will be served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, schools, and that the persons or agencies responsible for the establishments of the proposed use shall be able to provide adequately any such service; and
- f) Will have vehicular approaches to the property that shall be so designed as not to create an interference with traffic on surrounding public or private streets or roads.

COUNTY STAFF COMMENTS: This request should be reviewed by the Committee to determine if it meets the standards of a conditional use permit as listed above. If the Committee is proposing to approve this request, the following conditions may be appropriate:

- 1) No additional expansion or addition of structures and/or uses relating to this conditional use permit shall occur without review and approval through future conditional use permit(s).
- 2) All building/structure standards of the Agriculture district shall apply.
- 3) All building/structure standards for dog kennels under USDA/State shall apply.
- 4) All USDA/State regulations for dog kennel use must be met.
- 5) If on-site lighting is proposed, only the subject site shall be illuminated, and the lighting shall occur with no direct glare affecting adjoining properties (low-wattage and low-to-the-ground path style).
- 6) Outside storage of materials and other items must be limited to the designated area on the CUP site plan.
- 7) The owner/applicant shall apply for and receive a County Land Use Permit prior to commencing any development related to this request.
- 8) The owner/applicant is responsible for obtaining permits from any other regulatory agency, if required.
- 9) In accordance with Section 350-57 of the County Zoning ordinance any citizen or official may submit a complaint to the Land Use Planning and Zoning Department. In the event that this CUP is revoked, the use authorized herein shall be eliminated from the property and any subsequent CUP approval will be subject to the ordinances standards in place at that time.
- 10) This CUP is not transferrable to future owners, heirs or assignees.
- 11) The operator authorized herein shall maintain compliance with ATCP 16. In the event that the property is found to be in violation of ATCP 16, Section 350-57 of the County ordinance may be enforced and ultimately this CUP may be revoked.
- 12) The operator authorized herein is required to obtain and show proof that they are licensed with the USDA APHIS and Wisconsin DATCP

- 13) The operator authorized herein shall follow the Animal Welfare Act [United States Code, Title 7 (Agriculture), Chapter 54 (Transportation, Sale, and Handling of Certain Animals), Sections 2131– 2159]; and the Animal Welfare Regulations [Code of Federal Regulations, Title 9 (Animals and Animal Products), Chapter 1 (Animal and Plant Health Inspection Service, Department of Agriculture), Subchapter A (Animal Welfare), Parts 1–4].

TOWN OF MANCHESTER: An Action Form requesting the Town of Manchester’s input related to this conditional use permit request was emailed to the Town Clerk on May 12th, 2021. The Town did not object and recommended approval of this project.

Fee Received (Non-Refundable) 375

Date 4-20-21

By signing and submitting this completed application with public hearing fee, the applicant or agent requests the Land Use Planning & Zoning Committee consider the conditional use permit request at the next available public hearing.

PROPERTY OWNER / APPLICANT

Name David Miller
Mailing Address N 1934 Hilltop Rd. Markesan WI 53946
Phone Number _____ Email _____
Signature Dave Miller Date 4-12-2021

AGENT IF OTHER THAN OWNER

Name Steven Bontrager
Mailing Address N 1229 Salemville Rd. Markesan WI 53946
Phone Number 920-392-6967 Email _____
Signature [Signature] Date 4/12/2021

PROPERTY INFORMATION

Town of Manchester Location of Property _____
Section 08 Town _____ N Range _____ E
Affected Parcel Number(s) 012-00114-0200 Affected Acres .1
Subdivision _____ Lot _____ Block _____
CSM _____ Lot _____ or COS _____
Legal Description _____

Current Zoning Classification _____

Present Use of Property: (List all current uses and improvements, i.e. home, store, farm field, wooded, etc.)

farm field

PROPOSAL - Use separate or additional sheet(s) IF necessary

Describe **specifically** the nature of this request (List all proposed uses of the parcel.) What do you plan to do? House Approx. 16-18 Dogs for Reproduction -
w/ whelping Area Land outside play areas

If this application is for a use that will be contained to a part of the parcel, specify the exact dimensions of the affected area. 60 Ft. x 60 Ft.

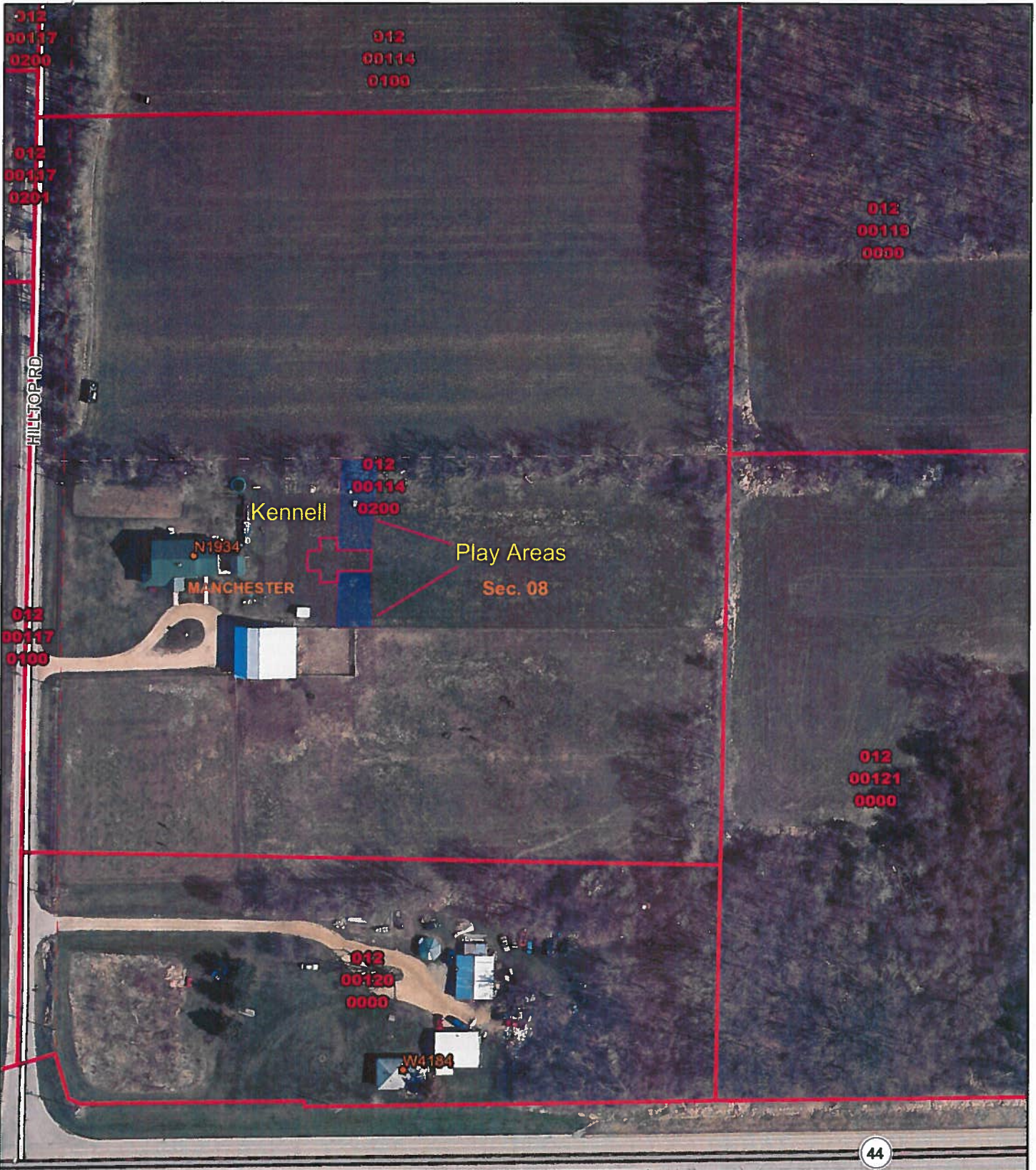
If this box is checked, provide the following information:

Proposed use has additional minimum development standards in Section _____.
Explain how your proposal meets or exceeds these requirements.

OPERATIONAL PLAN NARRATIVE

Conditional use Permit

- Property is being farmed
- Always has been farmed
- Breeding and raising dogs and eventual sale of dogs
- 16 pens that are 4x14 ft. Half is outside the other half is indoors, 16 to 30 dogs that are in breeding stock. Each pen would have two dogs each. Dogs would spend 4 hours each day in the play area. The dogs would be sold to possibly a broker or sold on site. All kennel duties would be done by David Miller. Will be conducted year round.
- No current structures will be used
- A new kennel and fence will built
- David Miller talked with neighbors and they didn't have any objections to the dog kennel, one big impact may be noise, but the property is not located too close to anyone else
- Dog waste would be spread into field. Holding tank will be put on the east end to collect the waste. Pens would be manually cleaned once a day and cleaned using a disinfectant once a week
- David Miller owns the land, Property is spaced out from other neighbors
- Use Meets Goal #5 of Comp Plan placing compatible service and employment opportunities with existing uses. The use is not inconsistent with goals 1,2,3 which are to preserve rural characteristics, water resources and farmland



Green Lake County

1 inch = 130 feet

Geographic Information System (GIS)
<https://gis.co.green-lake.wi.us/>

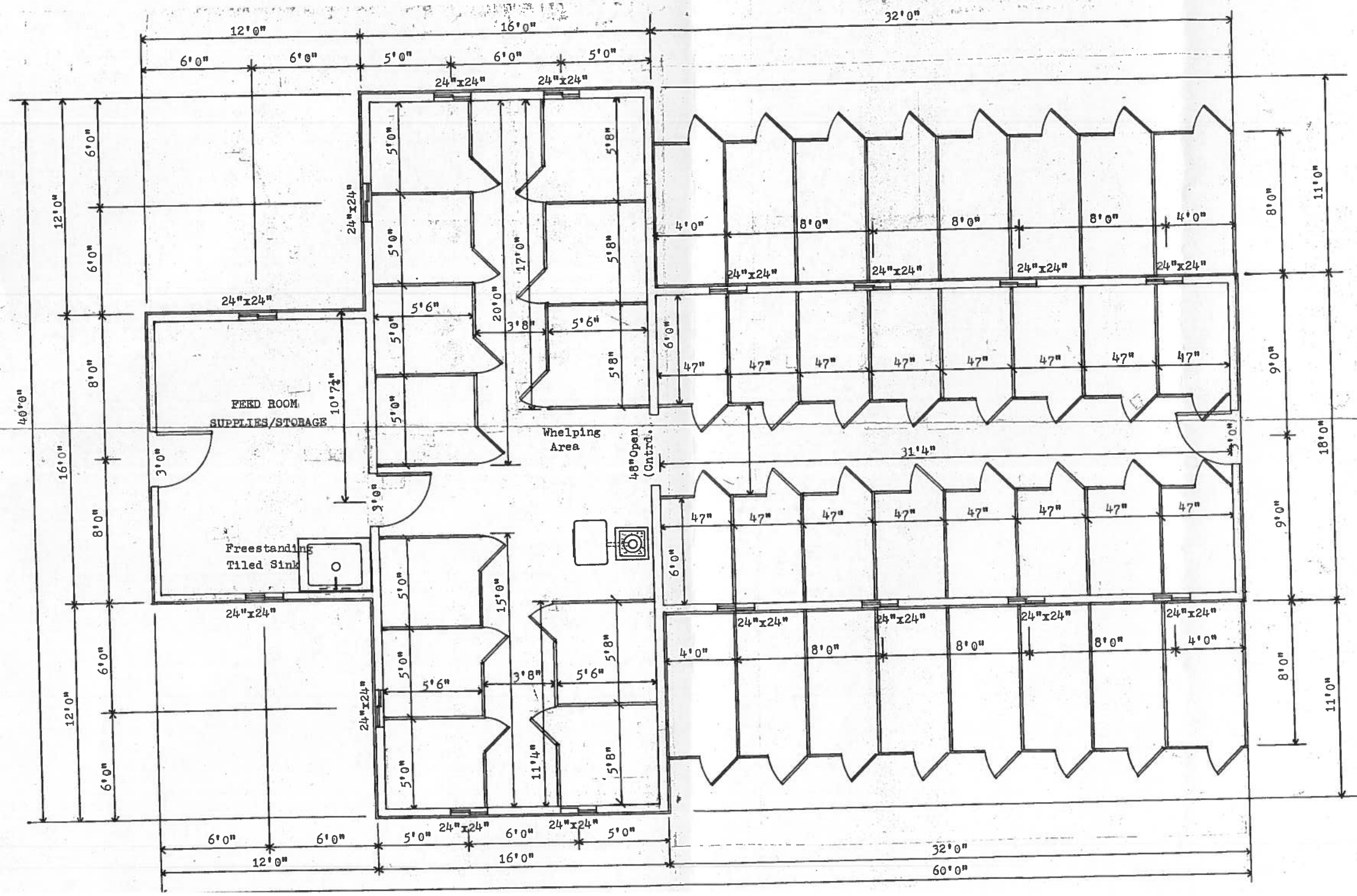
GIS Viewer Map

Green Lake County, WI

Time: 8:39:00 AM
 Date: 4/20/2021

Note:





TOWN BOARD ACTION

Conditional Use Permit

Dear Land Use Planning and Zoning Committee:

Please be advised that the Town Board of Manchester, County of Green Lake, took the following action on –
(Date) MAY 17, 2021.

Owner/Applicant: David R. & Christina R. Miller

Site Location: N1934 Hilltop Road, Markesan, WI 53946

General legal description: Parcel #012-00114-0200, described as Lot 2 of CSM 3633, located in the NE1/4 of Section 8, Town 14 North, Range 12 East, Town of Manchester. **Request:** CUP request for a dog kennel use as an agricultural accessory use in the A-2, General Agriculture District.

Planned public hearing date for the above requests: July 1, 2021

Town Does Not object to and Approves of request

No action taken

Objects to and requests denial of request

NOTE: If denial – please enclose Town Resolution of denial

- Reason(s) for objection:

CONCERNED THAT KENNEL WILL RECEIVE STATE INSPECTION

ON A YEARLY BASIS. SOME SORT OF INSPECTION IS NEEDED

TO CONTROL PROPER CONDITIONS FOR THE ANIMALS.

Corrine Krueger
Town Representative

5/17/21
Date Signed

NOTES: _____

Please return this form to the Land Use Planning & Zoning Office by: June 11, 2021

LAND USE PLANNING AND ZONING COMMITTEE STAFF REPORT
PUBLIC HEARING

July 1, 2021

ITEM III: CONDITIONAL USE PERMIT

OWNER:

Tim Mast

APPLICANT:

Same

REQUEST: The owner/applicant is requesting a Conditional Use Permit to allow for a dog kennel as an agricultural accessory use.

PARCEL NUMBER / LOCATION: Parcel number 012-00572-0101; located in the NW¼ of the NE¼ of Section 30, T14N, R12E, Town of Manchester, Green Lake County. The location of the site is W4651 Winding Ln and is ±5.0 acres in size.

EXISTING ZONING AND USES OF ADJACENT AREA: The current zoning for the parcel referenced above is A-1, Farmland Preservation District. All of the lands surrounding the subject parcel are also zoned A-1, Farmland Preservation District. The predominant use of the land surrounding the site is devoted to agricultural purposes.

PER SECTION 350-27A(2)(b) ZONING ORDINANCE: A business, activity, or enterprise, whether or not associated with an agricultural use, can be allowed as a conditional use if the activity occurs within a building that is primarily used for agriculture. The proposed use meets this ordinance requirement as the agricultural use of the building will be 57%.

ADDITIONAL INFORMATION / ANALYSIS: The applicant is proposing an addition to a building that is currently used for the storage of agricultural equipment, hay, and horses. The addition will be made up of three parts. The first part would be 124 feet by 48 feet which will be used as a dog kennel. The building would be accompanied by an approximate 45 foot by 75 foot exercise/play area for the dogs which encompasses the dog kennel area of the building. The proposed dog kennel use would be for breeding, whelping, raising, feeding, and the eventual sale of the dogs. The dog kennel building will have around 28 pens. There will be ±3 dogs per pen. The dogs will spend at least 30 minutes outside in the exercise area. During the summer the dogs will spend most of their time outside in the exercise area. The applicant is licensed by the State to breed and sell dogs. The dogs will be sold to brokers who will then sell them to pet shops. This will be a year-round operation. All kennel related duties and responsibilities will be done by the applicant or their family. There is no plan to hire any employees. Wastewater from the cleaning/maintenance of the dog kennel building will be managed as part of State standards. The noise will be minimized by natural windbreaks and location of proposed kennel use to neighboring homes as the property is in a rural setting surrounded by open space.

Currently, the subject site is used agriculturally consisting of horse pastures and a garden. There is a farm residence and other agricultural buildings located on the referenced parcel. The owner has been living on the property for 7 years and since ownership it has always been used agriculturally. The proposed dog kennel use meets goal #5 of the Comprehensive Plan placing compatible service and employment opportunities with existing uses. The use is not inconsistent with goals #1, #2, and #3 which are to preserve rural character, water resources, and farmland.

It is the charge of the Planning & Zoning Committee to determine if this request meets the intended purpose of the Green Lake County Zoning Ordinance and, if so necessary, to apply any conditions that will ensure that this use will meet the general criteria (a-f) below.

GENERAL CRITERIA FOR REVIEW OF CONDITIONAL USE REQUESTS:

- a) Will not have a negative effect upon the health, safety, and general welfare of occupants of surrounding lands; and
- b) Will be designed, constructed, operated, and maintained so as to be harmonious, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area; and
- c) Will not be hazardous or disturbing to existing or future neighboring uses; and
- d) Will not be detrimental to property in the immediate vicinity or to the community as a whole; and
- e) Will be served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, schools, and that the persons or agencies responsible for the establishments of the proposed use shall be able to provide adequately any such service; and
- f) Will have vehicular approaches to the property that shall be so designed as not to create an interference with traffic on surrounding public or private streets or roads.

COUNTY STAFF COMMENTS: This request should be reviewed by the Committee to determine if it meets the standards of a conditional use permit as listed above. If the Committee is proposing to approve this request, the following conditions may be appropriate:

- 1) No additional expansion or addition of structures and/or uses relating to this conditional use permit shall occur without review and approval through future conditional use permit(s).
- 2) All building/structure standards of the Agriculture district shall apply.
- 3) All building/structure standards for dog kennels under USDA/State shall apply.
- 4) All USDA/State regulations for dog kennel use must be met.
- 5) If on-site lighting is proposed, only the subject site shall be illuminated, and the lighting shall occur with no direct glare affecting adjoining properties (low-wattage and low-to-the-ground path style).
- 6) Outside storage of materials and other items must be limited to the designated area on the CUP site plan.
- 7) The owner/applicant shall apply for and receive a County Land Use Permit prior to commencing any development related to this request.
- 8) The owner/applicant is responsible for obtaining permits from any other regulatory agency, if required.
- 9) In accordance with Section 350-57 of the County Zoning ordinance any citizen or official may submit a complaint to the Land Use Planning and Zoning Department. In the event that this CUP is revoked, the use authorized herein shall be eliminated from the property and any subsequent CUP approval will be subject to the ordinances standards in place at that time.
- 10) This CUP is not transferrable to future owners, heirs or assignees.

- 11) The operator authorized herein shall maintain compliance with ATCP 16. In the event that the property is found to be in violation of ATCP 16, Section 350-57 of the County ordinance may be enforced and ultimately this CUP may be revoked.
- 12) The operator authorized herein is required to obtain and show proof that they are licensed with the USDA APHIS and Wisconsin DATCP
- 13) The operator authorized herein shall follow the Animal Welfare Act [United States Code, Title 7 (Agriculture), Chapter 54 (Transportation, Sale, and Handling of Certain Animals), Sections 2131– 2159]; and the Animal Welfare Regulations [Code of Federal Regulations, Title 9 (Animals and Animal Products), Chapter 1 (Animal and Plant Health Inspection Service, Department of Agriculture), Subchapter A (Animal Welfare), Parts 1–4].

TOWN OF MANCHESTER: An Action Form requesting the Town of Manchester's input related to this conditional use permit request was emailed to the Town Clerk on May 12th, 2021. The Town did not object and recommended approval of this request.

Fee Received (Non-Refundable) \$375.00

Date 2-8-21

By signing and submitting this completed application with public hearing fee, the applicant or agent requests the Land Use Planning & Zoning Committee consider the conditional use permit request at the next available public hearing.

PROPERTY OWNER / APPLICANT

Name Timothy Mast

Mailing Address W4651 Winding LN Cambria WI 53923

Phone Number _____ Email _____

Signature Timothy Mast Date 2-8-21

AGENT IF OTHER THAN OWNER

Name _____

Mailing Address _____

Phone Number _____ Email _____

Signature _____ Date _____

PROPERTY INFORMATION

Town of Manchester Location of Property W4651 Winding LN

Section 30 Town 14 N Range 12 E

Affected Parcel Number(s) 012-00572-0101 Affected Acres 5

Subdivision _____ Lot _____ Block _____

CSM 2573 Lot 1 or COS _____

Legal Description W4651 Winding LN

Current Zoning Classification Aggriculture (A-1)

Present Use of Property: (List all current uses and improvements, i.e. home, store, farm field, wooded, etc.)

home, farm field,

PROPOSAL - Use separate or additional sheet(s) IF necessary

Describe specifically the nature of this request (List all proposed uses of the parcel.) What do you plan to do? Property is used for raising horses, boarding horses, as horse pasture as a farm residence and one small dog kennel building. Wish to add a new dog kennel building to replace smaller building currently used as dog kennel. Also to create an exercise pen. Kennel will be in same building as primary ag. use (Farm Equipment and hay storage use).
If this application is for a use that will be contained to a part of the parcel, specify the exact dimensions of the affected area. ± 150 ft x 95 ft of the property will be set aside for this use.

If this box is checked, provide the following information:

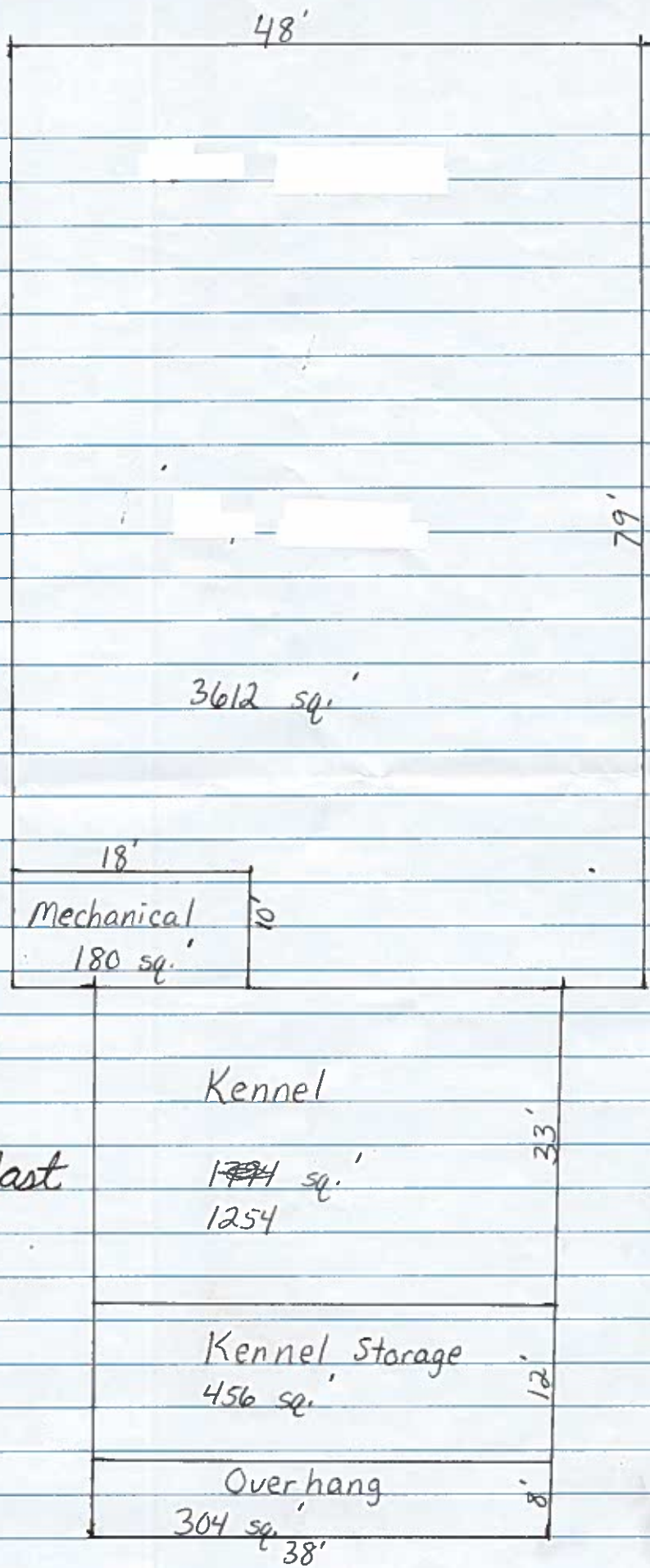
Proposed use has additional minimum development standards in Section _____.
Explain how your proposal meets or exceeds these requirements.

OPERATIONAL PLAN NARRATIVE

- History of dog kennel use is about 3 years.
- Owner has lived on property for 7 years. Property used for horses + pasture with a farm residence.
- The proposed use would be to allow the breeding, birthing, raising, maintenance, feeding, and eventual sales of dog breeds.
- Current dog kennel operation is licensed by the State and County. Plan is to have 28 pens that are 5' x 16' in area. Each pen would house up to 3 dogs per pen. Dogs would spend most of day in pen with at least 30 minutes spent in exercise area. Summer the dogs will be outside most of the day. Dogs would be sold to a broker who then sells the dogs to pet shops. All kennel related duties/responsibilities will be done by Tim Mast or Sandy. No employees planned. This is a year round operation.
- New building 124' x 48' will be built to shelter/house the dogs. (Primary Ag Use). Also to build a 45' x 75' dog exercise area.
- Wastewater generated from cleaning/maintenance will be ~~put into~~ managed as part of DATCP's license.

OPERATIONAL PLAN NARRATIVE (continued)

- Noise from kennel operation will be minimized by distance to neighbors as well as wind breaks nearby.
- Property is in a rural setting surrounded by open space. Location ideal for raising dogs.
- Use meets Goal #5 of Comp Plan providing competitive service + employment opportunities with existing uses. The use is not inconsistent with Goals #1 + #2 + #3 which are to preserve rural character, water resources, and farmland.



Timothy Mast

4-29-21



Green Lake
County

1 inch = 138 feet

Geographic Information System (GIS)
<https://gis.co.green-lake.wi.us/>

Mast CUP Site Plan

Green Lake County, WI

Time: 9:07:36 AM
Date: 3/10/2021

Note:



TOWN BOARD ACTION

Conditional Use Permit

Dear Land Use Planning and Zoning Committee:

Please be advised that the Town Board of Manchester, County of Green Lake, took the following action on –
(Date) MAY 17, 2021.

Owner/Applicant: Timothy S. & Carolyn W. Mast

Site Location: W4651 Winding Lane, Cambria, WI 53923

General legal description: Parcel #012-00572-0101, described as Lot 1 of CSM 2573, located in the NE1/4 of Section 30, Town 14 North, Range 12 East, Town of Manchester. **Request:** CUP request for a dog kennel use as an agricultural accessory use in the A-1, Farmland Preservation District.

Planned public hearing date for the above requests: July 1, 2021

Town Does Not object to and Approves of request

No action taken

Objects to and requests denial of request

NOTE: If denial – please enclose Town Resolution of denial

- Reason(s) for objection:

CONCERNED THAT KENNEL WILL RECEIVE STATE INSPECTION
ON A YEARLY BASIS. SOME SORT OF INSTPECTION IS NEEDED
TO CONTROL PROPER CONDITIONS FOR THE ANIMALS.

Corrine Krueger
Town Representative

5/17/21
Date Signed

NOTES: _____

Please return this form to the Land Use Planning & Zoning Office by: June 11, 2021

inconsistent with goals #1, #2, and #3 which are to preserve rural character, water resources, and farmland.

It is the charge of the Planning & Zoning Committee to determine if this request meets the intended purpose of the Green Lake County Zoning Ordinance and, if so necessary, to apply any conditions that will ensure that this use will meet the general criteria (a-f) below.

GENERAL CRITERIA FOR REVIEW OF CONDITIONAL USE REQUESTS:

- a) Will not have a negative effect upon the health, safety, and general welfare of occupants of surrounding lands; and
- b) Will be designed, constructed, operated, and maintained so as to be harmonious, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area; and
- c) Will not be hazardous or disturbing to existing or future neighboring uses; and
- d) Will not be detrimental to property in the immediate vicinity or to the community as a whole; and
- e) Will be served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, schools, and that the persons or agencies responsible for the establishments of the proposed use shall be able to provide adequately any such service; and
- f) Will have vehicular approaches to the property that shall be so designed as not to create an interference with traffic on surrounding public or private streets or roads.

COUNTY STAFF COMMENTS: This request should be reviewed by the Committee to determine if it meets the standards of a conditional use permit as listed above. If the Committee is proposing to approve this request, the following conditions may be appropriate:

- 1) No additional expansion or addition of structures and/or uses relating to this conditional use permit shall occur without review and approval through future conditional use permit(s).
- 2) All building/structure standards of the Agriculture district shall apply.
- 3) All building/structure standards for dog kennels under USDA/State shall apply.
- 4) All USDA/State regulations for dog kennel use must be met.
- 5) If on-site lighting is proposed, only the subject site shall be illuminated, and the lighting shall occur with no direct glare affecting adjoining properties (low-wattage and low-to-the-ground path style).
- 6) Outside storage of materials and other items must be limited to the designated area on the CUP site plan.
- 7) The owner/applicant shall apply for and receive a County Land Use Permit prior to commencing any development related to this request.
- 8) The owner/applicant is responsible for obtaining permits from any other regulatory agency, if required.
- 9) In accordance with Section 350-57 of the County Zoning ordinance any citizen or official may submit a complaint to the Land Use Planning. In the event that this CUP is revoked, the use authorized herein shall be eliminated from the property and any subsequent CUP approval will be subject to the ordinances standards in place at that time.
- 10) This CUP is not transferrable to future owners, heirs or assignees.

- 11) The operator authorized herein shall maintain compliance with ATCP 16. In the event that the property is found to be in violation of ATCP 16, Section 350-57 of the County ordinance may be enforced and ultimately this CUP may be revoked.
- 12) The operator authorized herein is required to obtain and show proof that they are licensed with the USDA APHIS and Wisconsin DATCP.
- 13) The operator authorized herein shall follow the Animal Welfare Act [United States Code, Title 7 (Agriculture), Chapter 54 (Transportation, Sale, and Handling of Certain Animals), Sections 2131– 2159]; and the Animal Welfare Regulations [Code of Federal Regulations, Title 9 (Animals and Animal Products), Chapter 1 (Animal and Plant Health Inspection Service, Department of Agriculture), Subchapter A (Animal Welfare), Parts 1–4].

TOWN OF MARQUETTE: An Action Form requesting the Town of Marquette’s input related to this conditional use permit request was emailed to the Town Clerk on May 12th, 2021. Acting Chairman was for and 2nd Supervisor was against. No action was taken of this request.

PROPOSAL - Use separate or additional sheet(s) IF necessary

Describe **specifically** the nature of this request (List all proposed uses of the parcel.) What do you plan to do? Proposed dog Kennel use (building for dogs with exercise area)

mainly breed golden retrievers, bull mastiffs, other breeds that are in demand

If this application is for a use that will be contained to a part of the parcel, specify the exact dimensions of the affected area. 40' x 40' building for dog Kennel use with an exercise area that is 50' x 90' including the dog Kennel building.

If this box is checked, provide the following information:

Proposed use has additional minimum development standards in Section _____.
Explain how your proposal meets or exceeds these requirements.

OPERATIONAL PLAN NARRATIVE

no previous dog Kennel use on the property

owner has lived on property for six (6) years and since ownership, it has been used agriculturally (horses, pasture, garden)

proposed use would allow for the breeding, birthing, raising, feeding, and eventual sales of the dogs

applicant is waiting to get State/USDA licensing until the decision is made if a CUP for dog Kennel use is approved

approximately 13 pens

approximately ± 3 dogs per pen

all pens will have access to "fresh air" at all times, special access to indoor/outdoor time for mother and puppies as they have different needs than adult dogs without puppies when it comes to "fresh air" access

dogs will be sold to brokers now, future plan would be to have client base and sell directly to them

OPERATIONAL PLAN NARRATIVE (continued)

- year round operation, vet will "vet check" every dog that is sold
- waterline that is in current Ag- building will be used to wash out dog Kennel building
- noise will be minimized by natural windbreaks and open space
- property is in a rural setting
- no employees will be hired, it will be run by owner and his wife
- use meets goal #5 of Comp Plan placing compatible service and employment opportunities with existing uses; the use is not inconsistent with goals #1, #2, and #3 which are to preserve rural character, water resources, and farmland

• To qualify for a CUP dog kennel the "building" must be primarily used agriculturally in the sense that over 50% of the building must be used agriculturally as a freestanding building used primarily non-agriculturally would not qualify for a CUP dog kennel use.

The Plan: There is an existing agricultural building (see site plan) that is currently used for buggy/boat storage, agriculture equipment storage, hay storage, and as a horse barn. There would be a proposed 12' x 40' horse stall addition to the existing building as well as a 40' x 40' dog kennel addition to the same existing building.

• Buggy / Boat Storage (not agriculture)	360 sqft
• Agriculture Equipment Storage (agriculture)	875 sqft
• Hay Storage / Horse Barn (agriculture)	900 sqft
• Proposed 12' x 40' Horse Stall addition (agriculture)	480 sqft
• Proposed 40' x 40' Dog Kennel addition (not agriculture)	1,600 sqft
Total:	4,215 sqft

Agriculture : 2,255 sqft \approx 53%

Non-Agriculture : 1,960 sqft \approx 47%



Green Lake County

1 inch = 130 feet

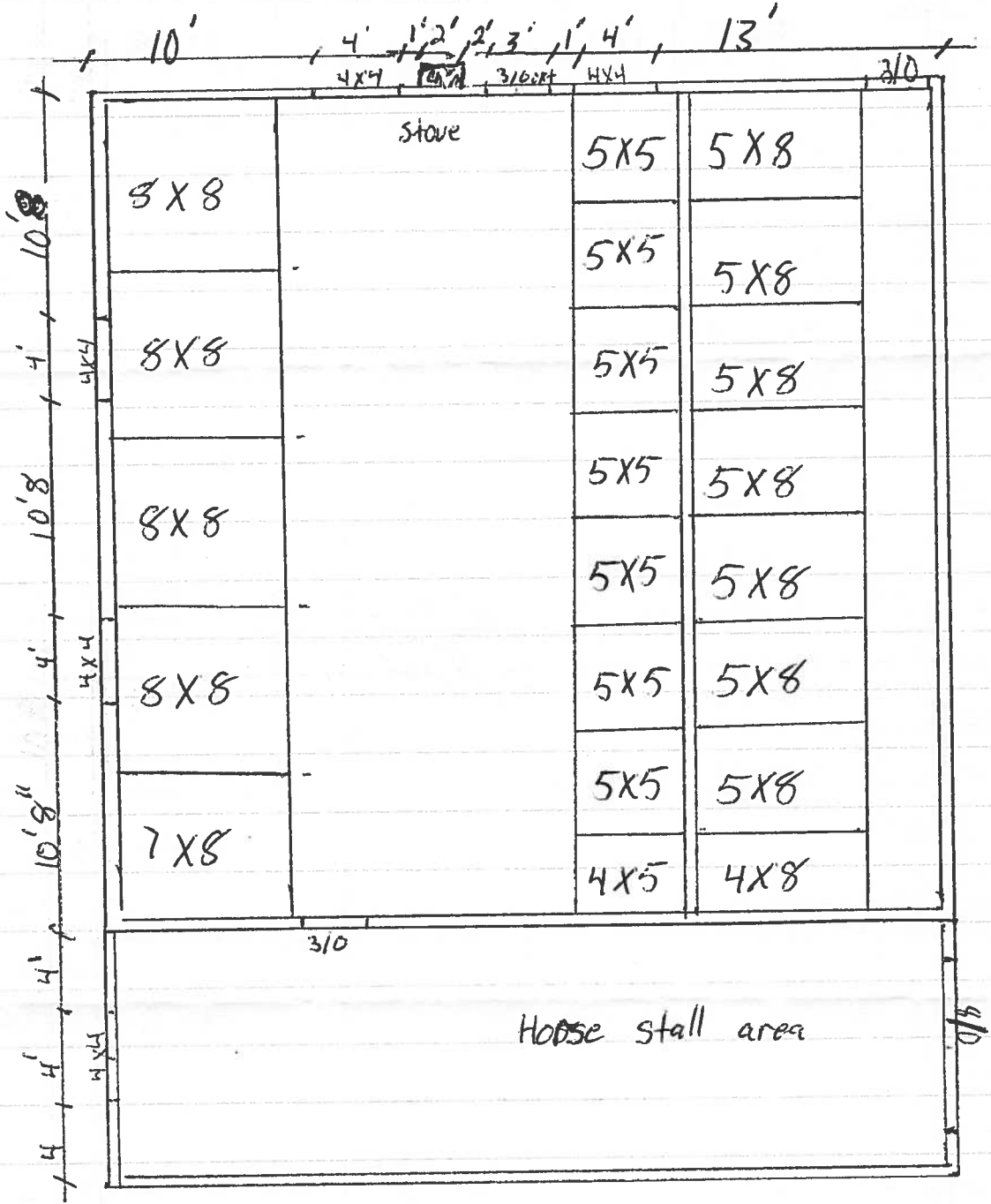
Geographic Information System (GIS)
<https://gis.co.green-lake.wi.us/>

GIS Viewer Map
 Green Lake County, WI

Time: 9:27:46 AM
 Date: 4/15/2021

Note:





25 to 35 dogs
 13 pens



facing south

scale

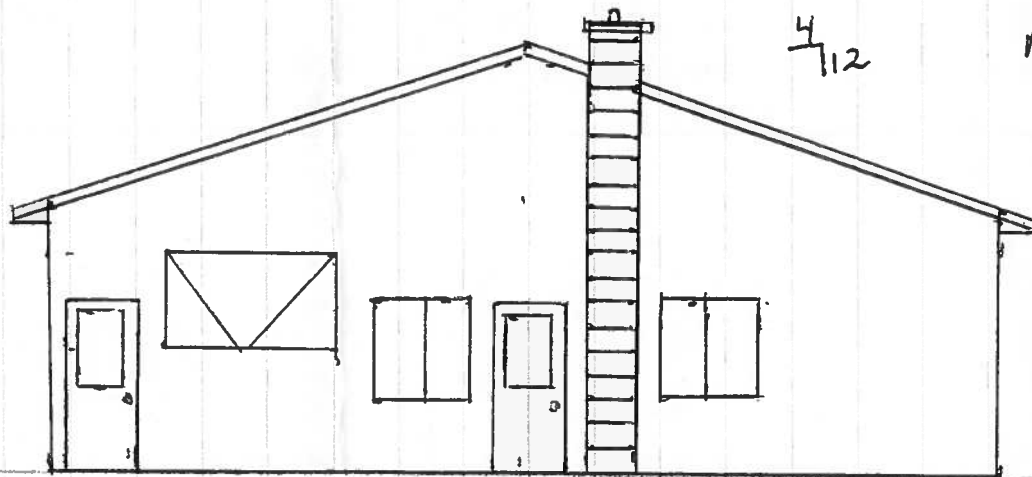
$$\frac{1}{8}'' = 1'$$

Block chimney

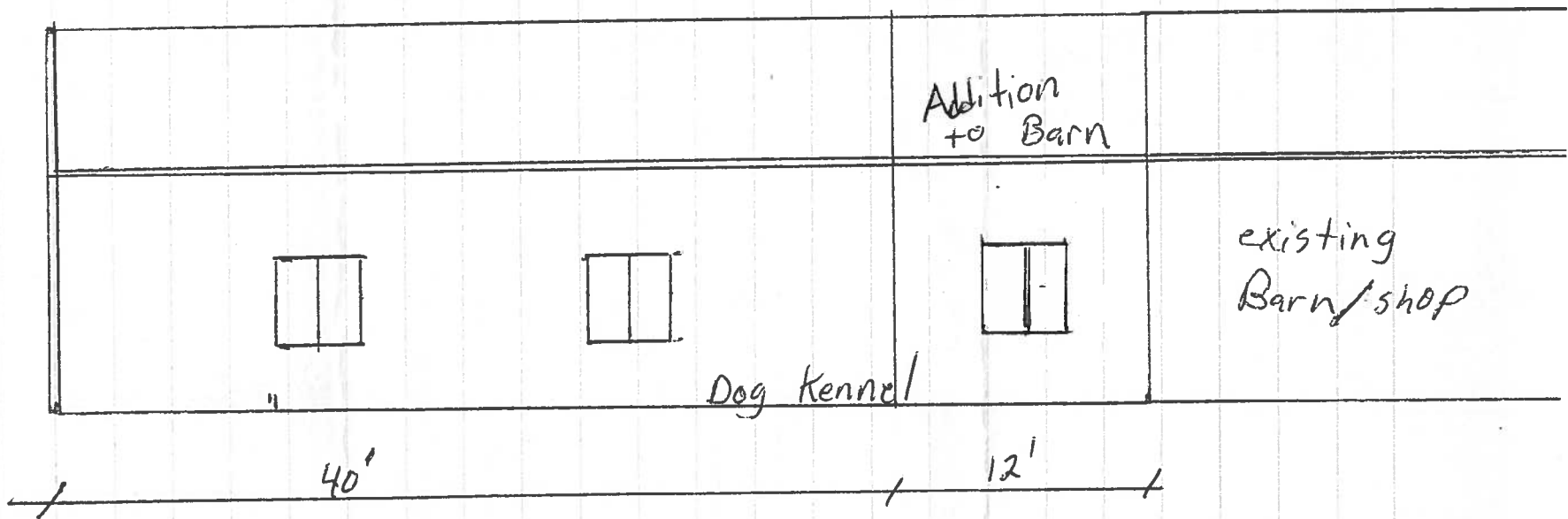
$$\frac{4}{12}$$

metal roof

metal sides

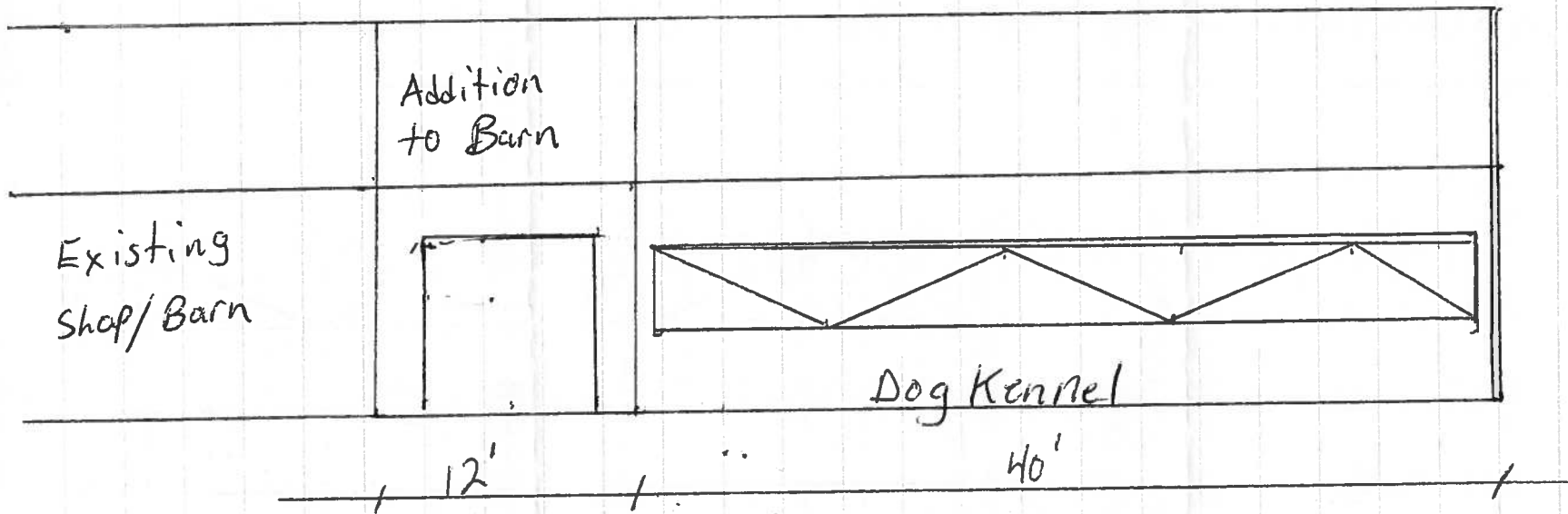


facing east $\frac{1}{8}'' = 1'$
scale



facing west

$\frac{1}{8}'' = 1'$
scale



TOWN BOARD ACTION

Conditional Use Permit

Dear Land Use Planning and Zoning Committee:

Please be advised that the Town Board of Marquette, County of Green Lake, took the following action on –
(Date) June 16, 2021.

Owner/Applicant: Harley & Loretta Bontrager

Site Location: W4838 County Rd H, Markesan, WI 53946

General legal description: Parcel #014-00778-0200, described as Lot 1 of CSM 2723, located in the NW1/4 of Section 31, Town 15 North, Range 12 East, Town of Marquette. **Request:** CUP request for a dog kennel use as an agricultural accessory use in the A-1, Farmland Preservation District.

Planned public hearing date for the above requests: July 1, 2021

Town Does Not object to and Approves of request

No action taken

Objects to and requests denial of request

NOTE: If denial – please enclose Town Resolution of denial

- Reason(s) for objection:

Bridget Frederick, Clerk 6/16/2021
Town Representative Date Signed

NOTES: Chairman was absent. Acting Chairman was for and
2nd Supervisor was against.

Please return this form to the Land Use Planning & Zoning Office by: June 11, 2021