

**GREEN LAKE COUNTY  
LAND USE PLANNING AND ZONING  
COMMITTEE MEETING MINUTES  
Thursday, January 6, 2022**

**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, Chuck Buss, Bill Boutwell, Dawn Klockow,  
Corporation Counsel

**Absent:**

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

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**APPROVAL OF MINUTES**

***Motion/second (Boutwell/Buss)*** to approve the minutes of the December 2021 meeting. Motion carried with no negative vote.

**PUBLIC COMMENTS:**

None

**DEPARTMENT ACTIVITY REPORTS**

a. **Financial reports**

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

b. **Permits**

Matt Kirkman stated there were 17 land use permits and 15 sanitary permits in November.

c. **Violations**

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

**ARPA FUNDING REQUESTS FOR DEPARTMENT**

Kirkman discussed the three proposed department projects that have been submitted for ARPA funding.

**RECESS 4:48PM:** ***Motion/second (Reabe/Lenz)*** to recess at 4:48PM. Motion carried with no negative vote.

***Motion/second (Reabe/Boutwell)*** to come back into session at 5:00pm to conduct the public hearing. Motion carried with no negative vote.

**PUBLIC HEARING – 5:00PM**

Chair Talma read the rules for the Public Hearing

**Item I: Owner:** Glen & Edith Mast **Site location:** W5669 Puckaway Rd **General legal description:** Parcel 014-00494-0000 part of the SW1/4 of S35, T15N, R11E, Town of Marquette, ±20 acres  
**Request:** CUP to build portable log cabins.

- a. Public Testimony/Comment: Chair Talma called for public input. No comments or testimony. Chair Talma closed the Public Hearing.
- b. Committee Discussion & Deliberation: Kirkman presented the Staff Report regarding the conditional use permit request. All criteria for the CUP have been met and The Town of Marquette approves of the request.  
The operation time and location of CUP request was discussed.
- c. Committee Decision: ***Motion/second (Buss/Boutwell)*** to approve the CUP request as presented with the following conditions:
  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 6:00pm.
  3. Outside storage / staging of materials, finished products, etc. shall be limited to the designated areas on the CUP site plan.
  4. Storage of materials must comply with standards listed in Chapter 350, Zoning Ordinance, of the Code of Green Lake County. *This implies that no vehicles without proper registration may be stored on the property, unless fully enclosed in a structure. Similarly, no materials or equipment shall be stacked or stored in a manner that shall be of such character as to adversely affect the property values and general desirability of the neighborhood.*
  5. All motor vehicles stored on site must be in roadway worthy condition and have current WDOT registration.
  6. All accessory equipment stored on site must be in workable condition.
  7. All construction materials stored on site must be suitable for future use.
  8. Storage of construction debris and other material not suitable for future use is prohibited.
  9. Anything stored on site that does not meet the above conditions must be stored within an enclosed structure.

Motion carried with no negative vote.

**Item II: Owner:** Arlene Mason **POA:** Jim Lampman **Agent:** Randy Douglas **Site location:** W3946 Cty Rd H **General legal description:** Parcel 014-00835-0000 part of the NW1/4 of S33, T15N, R12E, Town of Marquette, ±40 acres **Request:** CUP to improve and expand current facility.

- a. Public Testimony/Comment: Chair Talma called for public input. No comments or testimony. Chair Talma closed the Public Hearing.
- b. Committee Discussion & Deliberation: Matt Kirkman presented the Staff Report. All criteria for CUP have been met and the Town of Marquette approves of the request.
- c. Committee Decision: ***Motion/second (Reabe/Boutwell)*** to approve the CUP request as presented with the following conditions:

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 6:00pm.
3. If on-site lighting is proposed, only the subject sites shall be illuminated, and the lighting shall occur with no direct glare affecting adjoining properties or adjacent traffic.
4. Outside storage / staging of materials, finished products, etc. shall be limited to the designated areas on the CUP site plan.
5. Storage of materials must comply with standards listed in Chapter 350, Zoning Ordinance, of the Code of Green Lake County. *This implies that no vehicles without proper registration may be stored on the property, unless fully enclosed in a structure. Similarly, no materials or equipment shall be stacked or stored in a manner that shall be of such character as to adversely affect the property values and general desirability of the neighborhood.*
6. All motor vehicles stored on site must be in roadway worthy condition and have current WDOT registration.
7. All accessory equipment stored on site must be in workable condition.
8. All construction materials stored on site must be suitable for future use.
9. Storage of construction debris and other material not suitable for future use is prohibited.
10. Anything stored on site that does not meet the above conditions must be stored within an enclosed structure.

Motion carried with no negative vote.

**Item III: Owner:** Eastridge Estates Storage LLC **Applicant:** Tyler Whitrock **Site location:** N9350 Eastridge Dr. **General legal description:** Parcel 002-00854-0000 part of the SW1/4 of S2, T17N, R13E, Town of Berlin, 1.92 acres **Request:** CUP to expand current mini-warehouse business.

- a. Public Testimony/Comment: Chair Talma called for public input. No comments or testimony. Chair Talma closed the Public Hearing.
- b. Committee Discussion & Deliberation: Matt Kirkman presented the Staff Report. All criteria for CUP have been met and The Town of Berlin approves of the request.
- c. Committee Decision: ***Motion/second (Lenz/Boutwell)*** to approve the CUP request as presented and with the following conditions:
  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. No outside storage of materials and other items is allowed.
  3. Prior to Land Use Permit issuance, the owner shall submit a grading plan (with site elevations) that will utilize Excel Engineering's 2006 Stormwater Management Plan, to the Land Use Planning & Zoning Department for review and approval.
  4. Buildings #2 and #3 shall be laid out by a professional surveyor so as to assure these buildings will meet required building setbacks.
  5. An "As-Built" certificate of survey shall be provided to the Land Use Planning & Zoning Department within one year of project completion. The certificate of survey shall show

all existing buildings, building setback dimensions to lot lines, all access locations, electrical distribution equipment, easements, and any stormwater management appurtenances.

6. Any outdoor lighting shall comply with Section 350-23 of the County Zoning Ordinance. Motion carried with no negative vote.

Don Lenz excused himself from the meeting at 5:28PM due to a conflict of interest with public hearing item #4.

**Item IV: Owner:** Richard Patin **Agent:** Don Lenz **Site location:** Twin Lakes Rd **General legal description:** Parcel 006-00094-0000 part of the SW1/4 of S5, T15N, R13E, Town of Green Lake, ±17.62 acres **Request:** Rezone ±2.5 acres from A-1, Farmland Preservation District, to R-1, Single-Family Residence District. To be identified by certified survey map.

- a. Public Testimony/Comment: Chair Talma called for public input. No comments or testimony. Chair Talma closed the Public Hearing.
- b. Committee Discussion & Deliberation: Matt Kirkman presented the Staff Report. All criteria for the rezone have been met and The Town of Green Lake approves of the request.
- c. Committee Decision: **Motion/second (Buss/Boutwell)** to approve the rezone. To be forwarded to County Board for final approval. Motion carried with no negative vote.

Don Lenz returned to the meeting at 5:38PM.

**Item V: Owner:** All Saints Congregation **Agent:** John Silva **Site location:** N8566 State Rd 49 **General legal description:** Parcel 002-00272-0000 part of the SW1/4 of S15, T17N, R13E, Town of Berlin, ±58.6 acres **Request:** CUP to operate a church, to build a rectory and to build a school & religious education building.

- a. Public Testimony/Comment: Chair Talma called for public input. No comments or testimony. Chair Talma closed the Public Hearing.
- b. Committee Discussion & Deliberation: Matt Kirkman presented the Staff Report. All criteria for CUP have been met. The Town of Berlin approves of the request.
- c. Committee Decision: **Motion/second (Lenz/Reabe)** to approve the CUP request as presented and with the following conditions:
  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. Any outdoor lighting shall comply with Section 350-23 of the County Zoning Ordinance.
  3. The proposed school be listed/updated with the Wisconsin Department of Public Instruction and registered with the State of Wisconsin School System.
  4. That the owners/applicants are responsible for obtaining permits from any other regulatory agency, if required.

5. That the owners/applicants apply for and receive a County Land Use Permit prior to commencing any work related to the rectory or school construction project.
6. A separate fire number should be applied for and obtained for the Rectory and the School.

Motion carried with no negative vote.

#### **FUTURE COMMITTEE ACTIVITIES**

- a. Future agenda items –
- b. Next meeting date – February 3<sup>rd</sup>, 2022

#### **ADJOURN**

Chair Talma adjourned the meeting at 5:47PM.

**Respectfully submitted,**

**Karen Werlein, Land Use Planning Coordinator**

DRAFT