



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, March 7, 2024.

Packet Pages:

- 2 Agenda

- 3-5 Draft Meeting Minutes from 2/1/24

- 6-11 Revenue & Permit reports for January 2024

- 12-13 Violation Reports

- 14 Approval of April 2024 Meeting date 4/12/24

- 15-21 Land Use Planning & Zoning Annual Report

**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: Thursday, March 7, 2024 Time: 9:00 AM
Green Lake County Government Center, County Board Room
571 County Rd A, Green Lake WI

AGENDA

Committee Members

Curt Talma, Chair
Chuck Buss, Vice- Chair
Bill Boutwell
Gene Thom
Harley Reabe

Secretary: Karissa Block

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes of 2/1/2024
5. Department Activity Reports
 - a) Financial reports
 - b) Land use & septic permits
 - c) Violation reports
6. Approval of April 2024 Meeting Date 4/12/24
7. 2023 Annual Report
8. Discuss 2024-25 Comprehensive Plan and Farmland Preservation Plan 10-year update.
9. Zoning Ordinance Amendment Regarding Fire Number
10. Operator vs. Caretaker Discussion
11. Public Comment (3 minute limit)

12. Committee Discussion
 - a) Future Meeting Dates: April 12, 2024 @ 9:00am
 - b) Future Agenda items for action & discussion
13. Adjourn

Microsoft Teams meeting: This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the Microsoft Teams link on the agenda posted on the County website's Events Calendar:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 296 349 313 972

Passcode: 9VUWqS

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[+1 920-515-0745,,516863131#](#) United States, Green Bay

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**GREEN LAKE COUNTY
LAND USE PLANNING AND ZONING
COMMITTEE MEETING MINUTES
Thursday, February 1, 2024**

CALL TO ORDER

Planning & Zoning Chair Curt Talma called the meeting of the Land Use Planning and Zoning Committee to order at 9:00AM 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. The Pledge of Allegiance was recited.

Present: **Bill Boutwell, Harley Reabe, Curt Talma, Chuck Buss, Gene Thom**

Absent:

Also Present: **Matt Kirkman**, Land Use Planning and Zoning Director; **Karissa Block**, Deputy County Clerk; **Noah Brown**, Land Use Specialist; **Maxwell Richards**, Land Use Specialist; **Jeff Mann**, Corporation Counsel; **Ken Stephani**, Finance Director; **Ryan Schinke**, Land Use Coordinator/Technician; **Cate Wylie**, County Administrator; **Stefanie Meeker**, Real Property Lister.

APPROVAL OF MINUTES

Motion/second (Buss/Reabe) to approve the minutes of the 12/07/2023 meeting. Motion carried with no negative vote.

DEPARTMENT ACTIVITY REPORTS

- Financial Reports
- Land Use & Septic Permits
- Violation Reports

Kirkman discussed and reviewed reports

APPROVAL OF 2024 MEETING CALENDAR

Kirkman asked that the April meeting be pushed back a week due to his absence.

2024-25 COMPEHENSIVE PLAN AND FARMLAND PRESERVATION PLAN 10-YEAR UPDATE

This plan will be handled “in house” with a fair number of changes. Wylie has offered to help Kirkman with this process.

FIRE NUMBER ISSUANCE PRIOR TO PERMITTING

- If a building does not have a sanitary permit, it does not need a fire number.
- Boutwell has asked that updating the ordinance be on next months meeting agenda.

PUBLIC COMMENT (3 MINUTE LIMIT)

Skipped to start Public Hearing

PUBLIC HEARING – 9:30AM

Chair Talma read the Public Hearing Rules - Harley Reabe removed himself from the meeting

Item #1: Owner: David Roy Santee, **Location:** N6264 N. Lawson Drive, **Parcel:** 004-00375- 0100. **Legal Description:** NE ¼ of SE ¼, located in Section 16, T16N, R13E, ±2.9 acres.

Request: The owner is requesting a Conditional Use Permit to re-establish a motel use and to re-establish a single-family residential use for the owner of the commercial use.

Linda Baranowski at N6261 N Lawson Dr. confirmed that Chair Talma received a letter regarding Item #1.

Al Walker at N6641 Valley View Dr. is a 10+ year resident. Walker spoke against the approval of Item #1.

Arthur Rowley at N6277 Depot Rd. spoke against the approval of Item #1.

Chairman Mike Wuest for Town of Brooklyn at N6638 Forest Ridge Rd spoke against the approval of Item #1.

David Santee at N6264 N. Lawson Dr. spoke for the approval of Item #1.

Chairman Mike Wuest for Town of Brooklyn at N6638 Forest Ridge Rd spoke against the approval of Item #1.

Motion/second(Boutwell/Buss) to postpone fulfillment of this request until all requirements are met. Motion carried with no negative vote.

Item #2: Owner: Yukon Storage LLC, **Location:** W1734 North Street, **Parcel:** 004-00410- 0102. **Legal Description:** Lot 2 of CSM 2742, located in Section 17, T16N, R13E, ±1.02 acres. **Request:** The owner is requesting a Conditional Use Permit for a single-family residential use for the operator(caretaker) of the commercial use.

David Norton at W3252 Princeton Rd spoke against the approval of Item #2.

Al Walker at N6641 Valley View Dr. spoke against the approval of Item #2.

Motion/second(Talma/Buss) to move into recess at 10:24AM. Motion carried with no negative vote.

-Reabe left the meeting at 10:27AM

Motion/second(Talma/Buss) to resume the meeting at 10:38AM. Motion carried with no negative vote.

Follow up discussion held by Jeff Mann, Corporation Counsel

Motion/second(Buss/Boutwell) to approve Conditional Use Permit for single-family residential use for the operator/caretaker. **Ayes – 2 (Boutwell/Buss) Nays – 2 (Thom/Talma)** Motion failed due to tie vote.

PUBLIC COMMENT

Al Walker commented further on Item #2

Dave Norton commented further on Item #2

Mike Wuest commented further on Item #2

COMMITTEE DISCUSSION

- a. Next meeting date – March 7, 2024 @ 9:00AM
- b. Future agenda items for action & discussion

ADJOURN

Chair Talma adjourned the meeting at 10:52AM.

Respectfully submitted,

**Karissa Block
Deputy County Clerk**

DRAFT

**GREEN LAKE COUNTY
LAND USE PLANNING ZONING DEPARTMENT**

FEES RECEIVED	JANUARY				YEAR-TO-DATE				BUDGET	
	2023		2024		2023		2024		2024	
	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT		
LAND USE PERMITS										
Total Monthly Issued Permits	12	2,550	6	1,650	12	2,550	6	\$ 1,650	\$ 60,000	3%
SANITARY PERMITS (POWTS)										
Total Monthly Issued Permits	1	355	4	1,120	1	355	4	\$ 1,120	\$ 26,000	4%
NON-METALLIC MINING PERMITS										
Annual Permit Fees	10	9,650	4	\$ 6,500	10	\$ 9,650	4	\$ 6,500	\$ 15,200	43%
BOARD OF ADJUSTMENT										
Special Exception	-	-	-	-	-	-	-	-	-	-
Variances	-	-	-	-	-	-	-	-	-	-
Appeals	-	-	-	-	-	-	-	-	-	-
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 1,500	0%
PLANNING & ZONING COMMITTEE										
Zoning Change	-	-	3	1,125	-	-	3	1,125	-	-
Conditional Use Permits	2	750	-	-	2	750	-	-	-	-
Variance	-	-	-	-	-	-	-	-	-	-
Total	2	\$ 750	3	\$ 1,125	2	\$ 750	3	\$ 1,125	\$ 8,525	13%
MISC.										
Wisconsin Fund	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	2	400	3	800	2	400	3	800	-	-
Total	2	\$ 400	3	\$ 800	2	\$ 400	3	\$ 800	-	-
SURVEYOR										
Certified Survey Maps	1	165	-	-	1	165	-	-	6,500	-
Preliminary and Final Plats	-	-	-	-	-	-	-	-	-	-
Applied Funds: County Surveyor	1	9,500	-	-	1	9,500	-	-	9,500	-
Total	2	\$ 9,665	-	\$ -	2	\$ 9,665	-	\$ -	\$ 16,000	0%
GIS (Geographic Information System)										
Map Sales	-	-	-	-	-	-	-	-	-	-
Land Records Transfer	-	-	-	-	-	-	-	-	25,000	-
Land Information Grant	-	-	-	-	-	-	-	-	10,000	-
Total	-	\$ -	-	\$ -	-	\$ -	-	\$ -	\$ 35,000	0%
GRAND TOTAL										
	29	23,370	20	11,195	29	23,370	20	11,195	\$ 162,225	
									Total	7%

For 01/01/24 - 01/31/24

Expenditure Summary Report

FJEXS01A

Periods 01 - 01

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						
24-100-10-53610-110-000 Salaries	319,530.00	.00	24,288.30	24,288.30	295,241.70	7.60
24-100-10-53610-140-000 Meeting Payments	940.00	.00	.00	.00	940.00	.00
24-100-10-53610-151-000 Social Security	24,446.00	.00	1,770.40	1,770.40	22,675.60	7.24
24-100-10-53610-153-000 Ret. Employer Share	22,050.00	.00	1,675.89	1,675.89	20,374.11	7.60
24-100-10-53610-154-000 Health Insurance	109,362.00	.00	5,942.44	5,942.44	103,419.56	5.43
24-100-10-53610-155-000 Life Insurance	524.00	.00	46.28	46.28	477.72	8.83
24-100-10-53610-210-002 Professional Services	9,500.00	.00	600.00	600.00	8,900.00	6.32
24-100-10-53610-218-000 VIOLATION NOTICE SERVICE	300.00	.00	.00	.00	300.00	.00
24-100-10-53610-225-000 Phone Service	870.00	.00	48.38	48.38	821.62	5.56
24-100-10-53610-242-000 Print Management	300.00	.00	.00	.00	300.00	.00
24-100-10-53610-307-000 Training	940.00	.00	.00	.00	940.00	.00
24-100-10-53610-310-000 Office Supplies	990.00	.00	14.79	14.79	975.21	1.49
24-100-10-53610-312-000 Field Supplies	200.00	.00	.00	.00	200.00	.00
24-100-10-53610-312-001 Non-Metallic Mining Expense	.00	.00	1,749.00	1,749.00	-1,749.00	.00
24-100-10-53610-320-000 Publications-BOA Public Hearing	600.00	.00	.00	.00	600.00	.00
24-100-10-53610-320-001 Publications-PZ Public Hearing	3,000.00	.00	.00	.00	3,000.00	.00
24-100-10-53610-321-000 Seminars	930.00	.00	.00	.00	930.00	.00
24-100-10-53610-324-000 Member Dues	130.00	.00	.00	.00	130.00	.00
24-100-10-53610-330-000 Travel	750.00	.00	.00	.00	750.00	.00
24-100-10-53610-352-000 Vehicle Maintenance	838.00	.00	.00	.00	838.00	.00
53610 Code Enforcement	496,200.00	.00	36,135.48	36,135.48	460,064.52	7.28
10 Land Use Planning and Zoning	496,200.00	.00	36,135.48	36,135.48	460,064.52	7.28

Land Use Permits: 1/1/2024 - 1/31/2024

Town of Berlin

Permit Number	Parcel Number	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
13571	002002260200	W282 COUNTY ROAD V	01/19/2024	STANLEYM HALLMAN	100000	Principal Structure - Single Family	2 Bedroom SFD		
none									

Town of Brooklyn

Permit Number	Parcel Number	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
13574	004002170000	W816 BROOKLYN J RD	01/24/2024	TIMOTHY J & VICKY M WUEST	155256	Ag. Structure - Agricultural Building	Ag Shed		

Town of Green Lake

Permit Number	Parcel Number	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
13348	006020910000	No Address Available	01/26/2024	EDWARDJ MOMKUS, ELIZABETH GOLTERMANN	178000	Accessory Structure - Stairs/Walkway	Walkway to Lake	Accessory Structure - Stairs/Walkway	Walkway to Patio
13572	006012870000	N2944 N KEARLEY RD	01/22/2024	ARLEENK BRUMIRSKI, TERENCES BRUMIRSKI	50000	Accessory Structure - Detached Garage	Detached Garage		

Town of Kingston

Permit Number	Parcel Number	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
13573	008004940300	No Address Available	01/24/2024	DAVIDR MAST, ESTHERO MAST	80000	Accessory Structure - Accessory Structure	Hunting Shack		

Town of Mackford

Permit Number	Parcel Number	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	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description
13576	012005520300	N749 COUNTY ROAD M	01/30/2024	FANNIES SCHROCK	3000	Accessory Structure - Storage Buildings	Ice House		

Town of Marquette

Permit Number	Parcel Number	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 Princeton

Permit Number	Parcel Number	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 Saint Marie

Permit Number	Parcel Number	Site Address	Issued Date	Owner Name	Estimated Cost	Project_1 Type/SubType	Project_1 Description	Project_2 Type/SubType	Project_2 Description

None									
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Town of Seneca

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

January 2023 Estimated Cost: \$984,780.00

2023 YTD Estimated Cost: \$984,780.00

January 2024 Estimated Cost:

2024 YTD Estimated Cost:

\$566,256.00

\$566,256.00

Sanitary Permits: 1/1/2024 - 1/31/2024

Sanitary Permit	County Permit	Parcel Number	Site Address	Owners	Date Issued	Permit Type	System Type	Plumber Name	Additional Permit Type	Final Insp Date	Ind Site Dsgn	Additional Explanation	County FEE	DSPS FEE	Total cost to applicant
202424001		010007080000	N390 N BRAVE RD	ANNETTEM SCHIMMING	01/03/2024	Replacement System	Conventional (Non-Pressurized In-Ground)	Jeffrey Novak		01/02/1900	No	5 Bedroom House	\$ 280.00	\$ 100.00	\$ 380.00
202424002		004002130900	N6726 FOREST RIDGE RD	MICHAEL P & ALEXANDRIA RMARCIN CWIK REVOCABLE TRUST	01/04/2024	New System	Conventional (Non-Pressurized In-Ground)	Ben Kinas	Permit Revision for SAN permit # 202324052	01/23/2024	No		\$ 75.00	\$ -	\$ 75.00
202424003		016008320000	N5528 COUNTY ROAD T	LAVERNE J WEIR	01/22/2024	Replacement System	At-Grade	Jeremiah Storer		01/02/1900	No	3 Bedroom House	\$ 280.00	\$ 100.00	\$ 380.00
202424004		018001540000	W4591 HUCKLEBERRY RD	HUCKLEBERRY HIDEOUT LLC	01/26/2024	New System	Conventional (Non-Pressurized In-Ground)	Ben Kinas		01/02/1900	No	3 Bedroom House	\$ 280.00	\$ 100.00	\$ 380.00
Total													\$ 915.00	\$ 300.00	\$ 1,215.00

* There are additional properties associated with the permit

Total Sanitary Permits Issued 1/1/2024 - 1/31/2024

System Type	Total Count	New System Total Count	Replacement System Total Count	Revision Total Count
At-Grade	1	0	1	0
Conventional (Non-Pressurized In-Ground)	3	2	1	0
Grand Total	4	2	2	0

Total Sanitary Permits Inspected 1/1/2024 - 1/31/2024

System Type	Total Count	New System Total Count	Replacement System Total Count	Revision Total Count
Conventional (Non-Pressurized In-Ground)	5	1	4	0
Holding Tank	2	0	2	0
Grand Total	7	1	6	0

February, 2024

Land Use Violations Report

First Notice

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description
014005110201	N2875 Nicolet Rd	Carolyn & Corneal Troyer	13383	Zoning, Junk	Movement of mobile home and construction of basement without a permit. Inoperable camper/mobile home and trailer/trailer frame. Junk includes: plastic drums, metal drums, ac unit, chest freezers, appliances, propane tanks, bins, buckets, lumber, etc. scattered throughout property. 3 boats on property when two rec vehicles allowed on R-4 zoned parcel. Waiting on certified mail receipt. Otherwise will have Sheriff's deputy serve the notice.
008004680000	W6502 STATE ROAD 44 W1240 SPRING GROVE RD N2797 COUNTY ROAD B N3098 COUNTY ROAD H	Carolee Miller JAMES LOGAN GARY L & LINDA A SWANKE DENNIS ZINK	13533 13587 13591 13592	Shoreland Shoreland Junk Junk	No LUP and building within the shoreland setback. Certified Mailing -unclaimed resent through S.O. Structure within shoreland setback. Traffic Cones and inoperable lawnmower. Inoperable truck with a pile of scrap metal and tires

Second Notice

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description
006005810101 004-00222-0600	N2730 WELK RD N6645 VALLEY VIEW DR	Ashley & Rick Ruck Dennis McConnell	13442 13557	Zoning Zoning	Storage of recreational trailer on R1 lands with no dwelling unit. Processing of logs to firewood for commercial sale. Accessory Structure without a principal structure/use present. Structure without LUP.
002002260200	W282 County Road V	Stanley Hallman	13532	Zoning, POWTS	No LUP for conversion of Ag building to house, No reconnection permit for sanitary system, House not being lived in by owner / operator of the farm.

Sent to Corp. Counsel

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description
004003750100 004003750100	N6264 N Lawson Dr N6264 N Lawson Dr	David Santee David Santee	13356 13460	Zoning Zoning	Establishing a residence without a conditional use permit on C-2 parcel. Operating a long term rental in a zoning district that does not allow long term rentals as an allowed use.
020004510000, 02000451	Hopp Road Right of way	Hopp	13395	Floodplain	Installed three sets of three culverts in 2008 without WDNR or County Zoning approval. Resolution is to remove all three sets of culverts to restore natural flooding conditions. Update: Joe said he would work with the Town's attorney to draft a legal letter to Mike Arrowhead of Walleyes for Tomorrow. The letter would be worded in such a way that Walleyes for Tomorrow will be responsible for removing the culvert sets on both parcels.

Monthly Violations Resolved

1
Koepke

YTD Violations Resolved

2

POWTS VIOLATION REPORT 2/29/24

OPEN NOTICES SENT

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Violation Date	Notes	First Letter Sent	Restart first letter sent	Final letter sent	Sent to CORP counsel	Has new permit	New permit number	New permit active	action remaining
6010220701	W1740 SANDSTONE AVE	WOOD MAUREEN ; WOOD SIMON	158178	POWTS Failure	Tank not watertight	10/22/2019	Baffles failed, drywell cover not sound, tank failing	N/A possibly	N/A			yes	202324061	no	tank abandonment in spring
4003750100	N6264 N Lawson Dr	David Roy Santee	326	POWTS Failure	Dose tank discharging to surface of the ground	1/31/2024	Dose tank tank spilling over through the vent pipe, clearly the pump floats, remove valve	2/1/2024						no	See what the plumber determines is the issue.

OPEN FINAL NOTICES SENT

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Violation Date	Notes	First Letter Sent	Restart first letter sent	Final letter sent	Sent to CORP counsel	Has new permit	New permit number	New permit active	action remaining
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SENT TO CORP COUNSEL

Parcel Number	Site Address	Owner Name	Permit #	Violation Type	Violation Description	Violation Date	Notes	First Letter Sent	Restart first letter sent	Final letter sent	Sent to CORP counsel	Has new permit	New permit number	New permit active	action remaining
8005940000	W6521 W NORTH ST	BARBER RHONDA K	11	POWTS Failure	Tank Failure	10/27/2021	Went to court over the issue, will be getting a new permit with kinas excavating.					no			wait for kinas to finish permit
16009230000	N4922 RAY SHORTER RD	PRQG ROD-GUN CLUB	10024256	POWTS Failure	Tank Failure	5/29/2021	Spring 2024 getting a septic from kinas excavating					yes	202324020	no	wait for install
6010221104	N5107 SANDSTONE AVE	VANDERVELDE NANCY	624041	POWTS Failure	Tank not watertight	6/29/2023	Dry well not a cesspool, will be abandoned.	6/29/2023	N/A	9/26/2023	11/13/2023	yes	202324085	no	wait for kinas to abandon system spring 2024
6010221105	N5113 SANDSTONE AVE	VANDERVELDE NANCY	624042	POWTS Failure	Tank not watertight	6/16/2023	Dry well not a cesspool, will have new system in spring 2024	6/29/2023	N/A	9/26/2023	11/13/2023	yes	202324085	no	wait for install
14001720000	W5156 PINE RD N	HENEKKE RANDAL R ET AL	26724	POWTS Failure	Tank Failure	11/8/2019	working with soil tester to get new sanitary permit. Will likely get a holding tank and not a mound system.	6/19/2023	N/A	9/27/2023	11/13/2023	no			Courp Counsel in communications about legal action
16015530000	N4164 NANCY DR	RUBACH RYAN W	18212	POWTS Failure	Effluent discharging to ground surface	9/13/2023	Working with Kinas to get a new sanitary permit	10/13/2023	N/A	11/13/2023	12/14/2023	no			wait for permit to get submitted
16004630000	N4487 MAPLE LN	KLEIN JUSTIN T	58848	POWTS Failure	Tank not Watertight	8/5/2022	Will be getting new system in spring, told him about the next couple letters arriving and not to get worried.	11/11/2022	11/13/2023	12/13/2023	1/15/2024	yes	202324036	no	wait for install
16007980501	N5888 LOCK RD	KUJAC THOMAS	202024007	POWTS Failure	Has wastewater from washer two sinks two baths and possibly one toilet running out of a pipe from the house to the ground surface. Otherwise septic system is new and ok but not all wastewater is ran into it.	1/18/2022	Will be disconnecting the water fixtures, well pump is already off, some incoming water lines are already cut in a few locations to prevent freeze damage(not all are disconnected)	1/21/2022	11/16/2023	12/13/2023	1/15/2024	not needed			Conduct another in person inspection to verify a few things.
16008010300	N5887 LOCK RD	WEHBRRECHT JEREMY WAYNE, WEHBRRECHT TAMI LYNN	37516	POWTS Failure	Tank not Watertight	8/26/2022		11/11/2022	11/13/2023	12/13/2023	1/15/2024	yes	202324028	no	wait for install
16009230000	W5884 WALTER WILLIAMS RD	PRQG ROD-GUN CLUB	10024095	POWTS Failure	Tank unsoond	6/24/2020			11/13/2023	12/13/2023	1/15/2024	yes	202124068	no	wait for install
16009230000	W5886 WALTER WILLIAMS RD	PRQG ROD-GUN CLUB	10024249	POWTS Failure	Tank unsoond	6/24/2020	2024 spring install by kinas excavating new install will be in spring 2024 per kinas		11/13/2023	12/13/2023	1/15/2024	yes	202114117	no	wait for install
16009230000	N4904 RAY SHORTER RD	PRQG ROD-GUN CLUB	10024259	POWTS Failure	Tank compromised	6/24/2020			11/13/2023	12/13/2023	1/15/2024	yes	202324057	no	wait for install
16000090000	N6123 SWAMP RD	HEBBE JAMES A	1624006	POWTS Failure	Tank not Watertight	4/26/2022	Working with Bill Kinas to get a sanitary permit. Undecided on what to do with the house. Not currently a human health hazard as the system is not being used and is very clean on the inside.		11/13/2023	12/13/2023	1/15/2024	no			Wait to get a new sanitary permit. (not a current human health hazard)
6001980000	W591 THOMAS RD	WILKE CARL H	624010	POWTS Failure	Tank not Watertight	5/18/2022			11/13/2023	12/13/2023	1/15/2024	yes	202324012	no	wait for install
16007700000	W5887 STATE ROAD 23	HAZELWOOD WANETTA ET AL	26752	POWTS Failure	tank failure	8/13/2019	will be installed spring of 2024 according to kinas		11/13/2023	12/13/2023	1/15/2024	yes	202224079	no	wait for install
016008320000	N5128 COUNTY ROAD T	WEIR LAVERNE J	01624079	POWTS Failure	Tank not Watertight	12/12/2023	Wait for install	12/13/2023	NA	1/15/2024		yes	202424003	no	Wait for install

Planning & Zoning 2024

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
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28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
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29	30					

October						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes:	
Jan	NO P&Z Committee
Jan	NO County Board
Feb 1	P&Z Committee
Feb 20	County Board
Mar 7	P&Z Committee
Mar 19	County Board
Apr 12	P&Z Committee
Apr 16	County Board
May 1	P&Z Committee
May 21	County Board
Jun 6	P&Z Committee
Jun 18	County Board
Jul 11	P&Z Committee
Jul	NO County Board
Aug 1	P&Z Committee
Aug 20	County Board
Sept 5	P&Z Committee
Sept 17	County Board
Oct 3	P&Z Committee
Oct 15	County Board
Nov 7	P&Z Committee
Nov 12	County Board
Dec 5	P&Z Committee
Dec 17	County Board
	 = P&Z Meetings
	 = County Board Meetings

GREEN LAKE COUNTY

Land Use Planning & Zoning Department



LAND USE PLANNING & ZONING DEPARTMENT

Staff:

Matt Kirkman – Department Director

Gerald Stanuch – GIS Specialist

Noah Brown – Land Use Specialist

Max Richards – Land Use Specialist

Ryan Schinke – Land Use Coordinator / Tech

Don Lenz – County Surveyor

Submitted:

March 7, 2024

2024 ANNUAL DEPARTMENT REPORT

2023 Annual Report

To the Honorable Board of Supervisors, Green Lake County:

2023 presented several challenges and opportunities for the Land Use Planning & Zoning Department. From this department head's vantage point, I believe these challenges were met and several opportunities were explored. Please see the following:

2023 Department Activity:

In May we had a Land Use Specialist resignation. Then in August, the Department hired Maxwell Richards. "Max" has hit the ground running and is already a solid member of our staff.

Then in July, we had a Land Use Coordinator resignation. In October, Ryan Schinke was hired as our first Land Use Coordinator / Tech. Ryan has really embraced the coordinating duties. We are beginning to get him more familiar with the technical duties of the position.

Land Use Specialist Noah Brown was extremely helpful during the months of May through present day. He took on many additional duties due to these two resignations. He really helped keep the Department on an even keel.

GIS Specialist / 911 Specialist / (LIO) Land Information Officer Gerald Stanuch has continued to assist other County departments with his technical and mapping expertise all the while maintaining and upgrading (when necessary) the County's GIS website and Land Information Program.

Here is a list of the 2023 Land Use Planning & Zoning Department & Committee activity and accomplishments:

- In January, February and March of 2023, the Department provided the Land Use Planning & Zoning Committee with a training that covered their authority, purpose, duties, and responsibilities.
- The Nonconforming Parcel Project continued to move towards completion. This project entailed updating five Farmland Preservation Plan maps, obtaining certification from DATCP, and amending the Comprehensive Plan.
- In May, the Department worked with the public and the Committee to draft language that would change the detached garage sizing requirements in the R4, Rural Residential zoning district.
- In August, staff from this Department conducted public outreach and education at the County Fair. Having a booth at the fair provides the Department with numerous opportunities to talk to fairgoers about their properties and answer their questions.

- In September, the Committee was re-introduced to the 2023 Nonconforming Parcel Project.
- Also, in September, the R4 detached accessory structure standards were amended.
- In October, the Committee heard from the Amish community of Green Lake County regarding small acreage home business.
- Also in October, the Department received an administrative appeal application related to a CUP approved by the Committee at the September public hearing. The appeal hearing was scheduled for February 20th, 2024. The BOA decided to affirm the Committee's decision to approve the CUP in question.
- In December, the Nonconforming Parcel Project was completed with the adoption of the Comprehensive Plan update and the associated zoning map amendments.
- Under the Land Information Office, located within the Land Use Planning & Zoning Department, 57 PLSS markers were re-monumented (now 95% complete), the GIS Specialist continues to work with all departments to further their capabilities. Recently the Next Generation 911 system was synced with GIS.

2024 Projects / Activity:

- Presently the Committee is considering a zoning ordinance amendment that would require a rural address (fire number) to be issued prior to a land use permit being issued to the property owner. The Committee is concerned that an accident may occur during construction and having that fire number in place would be helpful.
- In February, we obtained a 1-year Farmland Preservation Plan extension to December 31, 2026 and we obtained a DATCP Farmland Preservation Planning grant to retroactively cover 50% of the costs of the Farmland Preservation Plan update.
- The Department will be working on the 2025 Farmland Preservation Plan 10-year update.
- The Department will be working on the 2026 Comprehensive Plan 10-year update.
- Non-metallic Mining Reclamation inspections will continue. We have 19 NMMR sites that will need to be inspected in 2024. Max and Jerry will combine their skill sets to accomplish these inspections on-site and utilizing the Department's drone.
- Also, in February both Land Use Specialists will be attending a DSPS training in Wausau related to POWTS inspections.
- In March, Max Richards will be testing for his POWTS Inspector Certification. He will also be testing for his Certified Soil Tester certification later in the year.
- Also in March, Department Staff will be attending the Wisconsin County Code Administrator's (WCCA) spring conference in Weston, WI.
- In April, both Land Use Specialists will attend a DSPS soil training at UWSP's Treehaven, in Tomahawk, WI.
- Private On-site Wastewater Treatment Systems (POWTS) inspections will continue to be GPS mapped. This feature was added to our inspection process in 2022. This adds a high degree of accuracy to the inspection process and provides the owners, POWTS maintainers, realtors and regulators access to exactly where the POWTS components are located underground.
- The Land Information Office will be in the third year of the 2022-2023-2024 Land Information Plan. This plan includes among other projects:
 - The County's Public Land Survey System (PLSS) project is 95% complete. By the end of 2024 this project will be 98% complete (50 monuments under contract). The remaining 43 monuments will be scheduled for 2025.

- Moving GIS to the Cloud
- Next Generation 911 support
- Finally, a new GIS viewer is being developed to integrate street level imagery.

Conclusion:

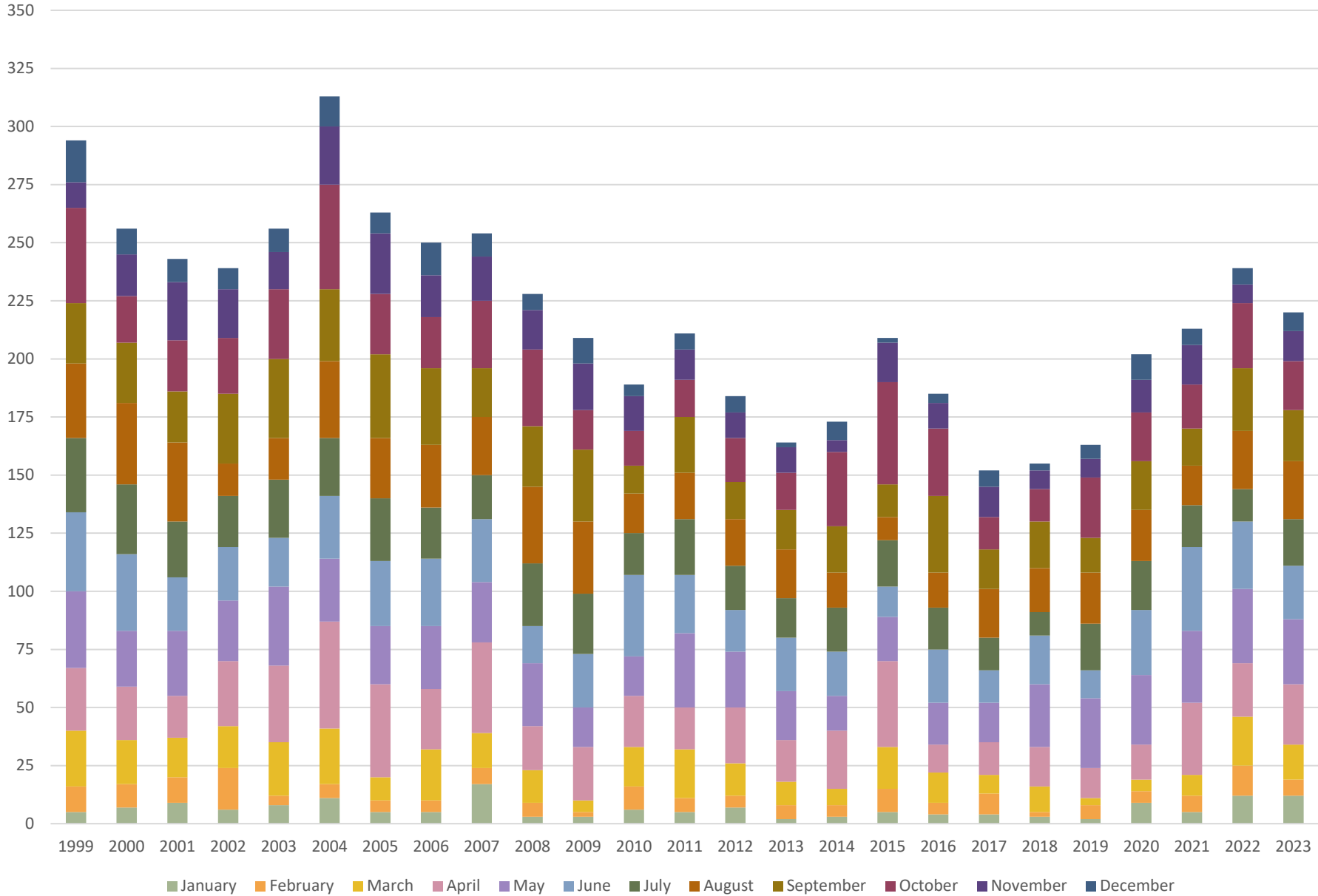
The Land Use Planning and Zoning Department endeavors to provide an exceptional level of customer service through personal interaction, quality informational resources, and a GIS site that is second to none. This Department looks forward to working with the Public, the Land Use Planning and Zoning Committee, all other committees, the County Administrator, and the County Board to represent and serve this amazing county. Respectfully submitted to and approved by the Land Use Planning & Zoning Committee on March 7, 2024.

Matt E. Kirkman
Land Use Planning & Zoning Director

**GREEN LAKE COUNTY
LAND USE PLANNING ZONING DEPARTMENT**

FEES RECEIVED	DECEMBER				YEAR-TO-DATE				BUDGET	
	2022		2023		2022		2023		2023	
	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT	NO.	AMOUNT		
LAND USE PERMITS										
Total Monthly Issued Permits	7	2,650	8	3,200	239	58,750	220	\$ 74,850	\$ 60,000	125%
SANITARY PERMITS (POWTS)										
Total Monthly Issued Permits	8	2,010	8	2,670	80	22,050	96	\$ 26,745	\$ 26,000	103%
NON-METALLIC MINING PERMITS										
Annual Permit Fees	-	-	3	\$ 3,000	18	15,200	23	\$ 19,550	\$ 15,200	129%
BOARD OF ADJUSTMENT										
Special Exception	-	-	-	-	-	-	-	-	-	-
Variances	-	-	-	-	3	1,125	-	-	-	-
Appeals	-	-	-	-	1	375	1	375	-	-
Total	-	\$ -	-	\$ -	4	\$ 1,500	1	\$ 375	\$ 1,500	25%
PLANNING & ZONING COMMITTEE										
Zoning Change	1	375	-	-	10	3,750	7	2,625	-	-
Conditional Use Permits	1	375	1	375	16	6,000	12	4,125	-	-
Variance	-	-	-	-	2	900	-	-	-	-
Total	2	\$ 750	1	\$ 375	28	\$ 10,650	19	\$ 6,750	\$ 8,525	79%
MISC.										
Wisconsin Fund	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	2	400	-	700	8	1,000	-	8,940	-	-
Total	2	\$ 400	-	\$ 700	8	\$ 1,000	-	\$ 8,940	-	-
SURVEYOR										
Certified Survey Maps	4	660	6	955	40	6,930	38	6,685	6,500	-
Preliminary and Final Plats	-	-	-	-	-	-	-	-	-	-
Applied Funds: County Surveyor	-	-	-	-	1	9,500	-	-	9,500	-
Total	4	\$ 660	6	\$ 955	41	\$ 16,430	38	\$ 6,685	\$ 16,000	42%
GIS (Geographic Information System)										
Map Sales	-	-	-	-	1	15	-	-	-	-
Land Records Transfer	-	25,000	-	-	-	25,000	-	25,000	25,000	-
Land Information Grant	-	10,000	-	-	-	10,000	-	10,000	10,000	-
Total	-	\$ 35,000	-	\$ -	1	\$ 35,015	-	\$ 35,000	\$ 35,000	100%
GRAND TOTAL	23	41,470	26	10,900	419	160,595	397	178,895	\$ 162,225	
								Total		110%

Land Use Permit Numbers by Year



Sanitary Permit Numbers by Year

