

**GREEN LAKE COUNTY
LAND USE PLANNING AND ZONING
COMMITTEE MEETING MINUTES
Thursday, November 6, 2025**

CALL TO ORDER

Planning & Zoning Chair Chuck Buss 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: **Gene Thom, Curt Talma, Bill Boutwell, Chuck Buss**

Absent: **Sue Wendt**

Also Present: **Karissa Rohde**, Deputy County Clerk; **Matt Kirkman**, Land Use Planning & Zoning Director; **Michelle Davis**, Land Use and POWTS Specialist; **Noah Brown**, Land Use and Shoreland Specialist; **Ryan Schinke**, Land Use Coordinator/Technician, **Jeff Mann**, Corporation Counsel; **Jason Jerome**, Interim County Administrator; **Renee Thiem-Korth**, Register of Deeds

APPROVAL OF MINUTES

Motion/second (Boutwell/Thom) approve the minutes of the 10/02/2025 meeting with no additions or corrections. Motion carried with no negative vote.

REGISTER OF DEEDS REPORT

Report can be found in the packet. Discussion held.

*Korth left the meeting at 9:04AM

DEPARTMENT ACTIVITY REPORTS

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

Kirkman went over the reports found in the packet.

DISCUSS 2026 LUP&Z MEETING CALENDAR

There will be no Planning & Zoning Committee meeting in January 2026 or July 2026 unless needed.

Motion/second (Thom/Boutwell) to approve the 2026 Calendar. Motion carried with no negative vote.

RESOLUTION

- 2025 Public Participation Plan for 10-year Comprehensive Plan Update

No discussion. *Motion/Second (Boutwell/Talma)* to approve the resolution and forward to County Board. Motion carried with no negative vote.

FARMLAND PRESERVATION PLAN UPDATE – DECEMBER PUBLIC HEARING

Farmland Preservation will hold a public hearing in December and will go to County Board in December.

POWTS MAINTENANCE PROGRAM COST AND FEES DISCUSSION

POWTS maintenance program postage costs keep going up. In 2024 it cost \$3,460 and in 2025 it cost \$4,456. In 2025 59% were certified mail and 41% were green postcards. The 2026 budget required a new Postage Expense account to cover postage expenses for the LUP&Z Department. The committee agrees to allow Matt to look into using a “fee” that only POWTS owners would incur.

PUBLIC COMMENT (3-MINUTE LIMIT) - none

PUBLIC HEARING: (NOT TO BEGIN BEFORE 9:30AM)

Chair Buss read the rules for the Public Hearing.

Item #1: Owner: Kingston Cheese Cooperative, **Agent:** Floyd Bontrager, **Location:** W4481 County Road GG, **Parcel:** 012-00622-0300, **Legal Description:** Lot 1 of CSM 3479, Located in Sections 31 & 32, T14N, R12E, Town of Manchester, ±11.56 acres, **Request:** The owners are requesting a Conditional Use Permit for portable temporary office building(s).

No public comment. Discussion held. ***Motion/second (Boutwell/Thom)*** to approve the CUP with conditions. Motion carried with no negative vote.

Item #2: Owner: Brooks Farm Properties LLC, **Agent:** Madelyn Koerner – WE Energies, **Location:** N2705 County Road A, **Parcel:** 006-00672-0000, **Legal Description:** Part of the SE ¼ of NW ¼ of Section 34, T15N, R13E, Town of Green Lake, ±.17 acres, **Request:** The owners are requesting a Conditional Use Permit for a gas regulator station and the necessary access to the easement area.

Scott Shepard from WE Energies located at 800 S Lynndale Dr, Appleton, WI 54914 spoke for Item #2. Discussion held. ***Motion/second (Thom/Boutwell)*** to suspend the rules to allow Shepard to speak. Motion carried with no negative vote. Discussion held. ***Motion/second (Thom/Boutwell)*** to approve the CUP with conditions. Motion carried with no negative vote.

COMMITTEE DISCUSSION

- a. Next meeting date 12/4/2025 –at 9:00am.
- b. Future agenda items for action & discussion

ADJOURN

Chair Buss adjourned the meeting at 9:58AM.

Respectfully submitted,

Karissa Rohde

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Deputy County Clerk