

MARQUETTE COUNTY PLANNING AND ZONING COMMITTEE
July 3, 2025
Public Safety Room – Marquette County Courthouse; In person and virtual

Members present: Judi Nigbor-Chair; Dave Benson, John Bennett, Kathy Jo Locke, Dave Krentz

Members absent: None

Others present: Jean Potter, Ron Barger, Nicole Ziebell, Megan Stalker, Alexander Schneider, Paul Wuerch, Tom Breiling, Virtual: Brandon Schrage and Dawn Weishaar,

Other absent: Zach Hughes

Chair called the meeting to order at 9:00am and asked for approval of the agenda; motion by Locke, second by Benson; motion carried.

Chair asked for approval of minutes from June 5, 2025, meeting; motion by Bennett, second by Benson; motion carried.

Citizens' comments or concerns: None.

Chair opened item 4: A public hearing on the application by FS Development LLC (Brandon Schrage), 279 Muentner Ave, Fond Du Lac, WI 54935, requesting a rezone from General Agriculture (AG-2) District to Agriculture Residential (AG-3(5)) District for the following lands, all in Section 12, T17N R10E, Town of Crystal Lake, Marquette County, WI. For zoning purposes, a 5-acre parcel, being located in the Southeast corner of the Southeast quarter of the Northeast quarter (SE1/4-NE1/4) to be rezoned to AG-3(5) and the balance of the 40-acre parcel to remain in AG-2. Property Address: W1712 Deerborn Drive. Potter summarized the applicant's request to rezone the house and outbuildings to one lot. The Town Board approved. Motion to approve the rezone and move onto County Board by Bennett; Second by Benson; discussion; motion carried 5-0.

Chair opened item 5: A public hearing on the application by Weishaar Land LLC, W6125 Dover Court, Westfield, WI 53964, requesting a rezone from General Agriculture (AG-2) to an Agriculture Residential (AG-3(2)) District for the following lands, all in Section 20, T17N R09E, Town of Newton, Marquette County, WI. For zoning purposes, a minimum 3-acre parcel, being located in a part of the West half of the South half of the Northeast quarter of the Southwest quarter (NE1/4-SW1/4) lying east of 8th Road to be rezoned to AG-3(2) and the balance of the 20-acre parcel to remain in AG-2. Property Address: N7934 8th Road. Potter summarized the applicant's request to rezone the dwelling and some acres to separate parcel. The Town Board approved it but wants the acres of the parcel to be closer to 4 acres than 3 acres. Motion to approve the rezone and move onto County Board by Benson; Second by Krentz; discussion; motion carried 5-0.

Chair opened item 6: A public hearing on the application by Paul & Carol Wuerch, W1274 Fawn Drive, Montello, WI 53949, requesting a rezone from a Prime Agricultural (AG-1) District to a Residential (R-1) District for the following lands, all in Section 5, T15N R11E, Town of Mecan, Marquette County, WI. Rezone 2.838 acres into R-1, described as Lot One of CSM 1546 and also the West 99 feet of the North 25 feet of Lot Two of CSM 1546, being part of the Southwest Quarter of the Northwest Quarter. Property Address: W1274 Fawn Drive. Potter summarized the applicant's request to rezone in order to build a shed with smaller setback requirements. Residential property suits this better than agriculture district. The Town Board approved. Motion to approve the rezone and move onto County Board by Bennett; Second by Benson; discussion; motion carried 5-0.

Chair opened item 7: Department Reports.

- a. *Register of Deeds* – Ziebell reported that Lora starts on Monday and getting everything ready for that.
- b. *Land Information Director* – Stalker reported that Alexander has starting and there is a lot to do with onboarding and learning at this point but going well.
- c. *Planning & Zoning Administrator* – Potter reported year-to-date revenue is on budget. Draft documents for Shoreland & Floodplain zoning ordinances are in progress with DNR. Working on rewriting general zoning ordinances. Office has been meeting with landowners in floodplain designated areas discussing construction projects. Kari started full-time in Zoning and has helped a lot.
- d. *Zoning Technician* – Hughes was absent doing sanitary inspections. Left a note for Potter to read to the committee. 195 total calls for June. 12 requested zoning inspections on top of all regular inspections of permits issued.

Chair opened item 8: Review ROD, LID and PZD Vouchers. No comments.

Chair opened item 9: Any Other Business. None.

Chair adjourned the meeting at 9:19 a.m.

Respectfully submitted,

Nicole Ziebell

MARQUETTE COUNTY PLANNING AND ZONING COMMITTEE
June 5, 2025
Public Safety Room – Marquette County Courthouse; In person and virtual

Members present: Judi Nigbor-Chair; Dave Benson, John Bennett, Kathy Jo Locke, Dave Krentz

Staff absent: Nicole Ziebell, Zach Hughs

Others present: Jean Potter, Ron Barger, Megan Stalker, Paul Leverich, J.R. Julka

Chair called the meeting to order at 9:00am and asked for approval of the agenda; motion by Benson, second by Bennett; motion carried.

Chair asked for approval of minutes from May 1, 2025, meeting; motion by Benson, second by Locke; motion carried.

Citizens' comments or concerns: None.

1. **Chair opened item 4:** A public hearing on the application by **Paul & Susan Leverich**, N5504 11th Road, Montello, WI 53949, requesting a rezoning from Prime Agriculture (AG-1) District to General Agricultural (AG-2) for the following lands, all in Sec. 25, T16N R9E, Town of Harris, Marquette County, WI. Rezone 22.97 acres, more or less, to AG-2 described as part of the southeast quarter of the northwest quarter and the southwest quarter of the northeast quarter, Parcel D. Property Address: N5504 11th Road. Potter summarized application. Leverich and Julka explained their reasons for requesting the rezone to facilitate land transfers between parties. No further discussion by committee. Motion to approve and move to County Board for final amendment approval on June 17, 2025, by Benson; 2nd Krentz. Motion carried 5-0.

Chair opened item 5: Department Reports.

- a. *Register of Deeds* – Ziebell supplied written report; included summary of resolution of Laredo issues
- b. *Land Information Director* – Stalker mentioned that the office is excited about the onboarding of the new GIS Specialist on June 30th. They're beginning to organize the project list and identify tasks that have been on the back burner while they searched for a replacement. In the meantime, they've been working to stay on top of reporting requirements related to the grant funding from the state.
- c. *Planning & Zoning Administrator* – Potter reported on YTD revenue; permitting software updates adjusting sanitary and UDC fees; Town of Douglas Farmland preservation certification progress and initiating rewrite of chapter 70 zoning ordinance.
- d. *Zoning Technician* – Absent due to septic inspection; supplied monthly phone call volumes

Chair opened item 6: Review ROD, LID and PZD Vouchers. No comments.

Chair opened item 7: Any Other Business. Next meeting is July 3, 2025 @ 9am in the Public Safety Room in County Courthouse.

Chair adjourned the meeting at 9:22 a.m.

Respectfully submitted,

Jean Potter

MARQUETTE COUNTY PLANNING AND ZONING COMMITTEE

May 1, 2025

Public Safety Room – Marquette County Courthouse; In person and virtual

Members present: Judi Nigbor-Chair; Dave Benson, John Bennett, Kathy Jo Locke

Members absent: Dave Krentz

Others present: Zach Hughes, Jean Potter, Ron Barger, Nicole Ziebell, Megan Stalker, Danny Buchholz, Logan DeBoer, Ronald Triatik

Chair called the meeting to order at 9:03am and asked for approval of the agenda; motion by Benson, second by Locke; motion carried.

Chair asked for approval of minutes from April 3, 2025, meeting; motion by Bennett, second by Benson; motion carried.

Citizens' comments or concerns: None.

Chair opened item 4: A public hearing on the application by Champ Acres II LLC/Stevenson Amended and Reinstated Rev Live Trust/Chad Stevenson, N1763 County Road T, Endeavor, WI 53930, requesting a rezoning from Prime Agriculture (AG-1) District to Agriculture Residential (AG-3(2)) District and Farmland Preservation Overlay (FPO) for the following lands, all in Sec. 19 T14N R10E, Town of Buffalo, Marquette County, WI. Rezone 3.35 acres, more or less, to AG-3(2) and 16.10 acres, more or less, to FPO, described as the S1/2 of the SE1/4 of the NE1/4 AND 20.55 acres, more or less, to FPO, described as the SW1/4 of the NE1/4, less and except lot one, certified survey map no. 3378; totaling 40.00 acres. Potter summarized along with Grothman & Associates surveyor Logan DeBoer. Consolidating land to sell the house. Motion to approve the rezone and move onto County Board by Bennett; Second by Benson; discussion; motion carried 4-0.

Chair opened item 5: A public hearing on the application by Joas & Neva Miller, W2301 17th Ct., Dalton, WI 53926, requesting a rezoning from Prime Agriculture (AG-1) District to Agriculture Residential (AG-3(2)) and Agriculture Residential (AG-3(4)) and Farmland Preservation Overlay (FPO) for the following lands, all in Sec. 23 T14N R10E, Town of Buffalo, Marquette County, WI. Rezone 2.0 acres, more or less, to AG-3(2) described as part of the northeast quarter of the southwest quarter; and rezone 6.0 acres, more or less, to AG-3(2) and 35.13 acres to FPO described as the northwest quarter of the southeast quarter; totaling 43.13 acres. Potter summarized along with DeBoer. Enlargement of existing homestead parcel and creation of future building site. Motion to approve the amended rezone as follows and move onto County Board by Benson; Second by Bennett; discussion; motion carried 4-0.

- a. Motion to amend the request to rezone 4.0 acres, more or less, to AG-3(2) described as being part of the NW1/4 of the SE1/4 and part of the NE1/4 of the SW1/4 (LOT 1); Rezone 4.0 acres, more or less, to AG-3(4) described as being part of the NW1/4 of the SE1/4 (LOT 2); and Rezone 35.13 acres, more or less, to FPO described as being part of the NW1/4 of the SE1/4 (LOT 3); totaling 43.13 acres; to reflect the Town of Buffalo conditional approval that Lot 2, a 4-acre parcel of land, be classified as AG-3(4) to gain municipal approval per Town of Buffalo land use plan.

Chair opened item 6: A public hearing on the application by the Kevin & Katherine Blanck Rev Trust, N9160 Co. Rd. W, Malone, WI 53049 and Ronald Triatik, Agent, requesting a rezone from General Agriculture (AG-2) District to Agriculture Residential (AG-3(2)) District for the following lands, all in Section 14, T17N R09E, Town of Newton, Marquette County, WI. Rezone a 2-acre parcel being located in the Southwest corner of the North 35 acres of the southwest quarter of the northeast quarter. Potter summarized. Parcel to be created for a building site. Motion to approve the amended rezone as follows and move onto County Board by Locke; Second by Benson; discussion; motion carried 4-0.

- a. Motion to Amend to Agriculture Residential (AG-3(5)) to reflect the Town of Newton conditional approval that a 6-acre parcel of land be created to gain municipal approval per Town of Newton land use plan.

Chair opened item 7: Department Reports.

- a. *Register of Deeds* – Ziebell reported there was 341 documents recorded in April. That is the highest all year so far with the next number being 254. Vital records are in high volume with the real id requirement due May 7th at 160 for the month of April. Monday April 28th Melanie posted the Deputy position with a state date of 7/7/2025. Laredo Anywhere has been down since 4/17/2025. Buchholz explained everything he has done to work with Fidar and where we are at. Fidar's temporary fix is to pay \$2000 one-time charge for Replication for the backup server while we figure out the problem. Barger's recommendation is to deny the \$2000 one-time charge and work with Corporation Council to get a solution. Motion by Benson to deny paying Fidar \$2000 and work with Corporation Council per Barger's recommendation; Second by Bennett; discussion; motion carried 4-0.
- b. *Land Information Director* – Stalker reported that she has an accepted offer for the position starting July 1st. Working hard with all the accessors with the board of review meetings that have happened or are coming up in all the municipalities, property transfers and taking each day as it comes and its workload.
- c. *Planning & Zoning Administrator* – Potter reported Kari Reilly is starting in department full-time July 1st. Reorganizing department job responsibilities with Kari's expanded role. Staff helped with LWCD tree sale. Will be issuing UDC permits for the Town of Springfield after town completes resolutions rescinding local ordinance and adopting county building code ordinance. 2,622 septic notices have been sent out and many phone calls have been coming in related to the mailing.
- d. *Zoning Technician* – For April, Hughes reported he completed 20 zoning inspections asked by the homeowners in addition to normal application reviews. Worked with DSPS and plumber at Sky Lodge Christian Camp on a sanitary onsite review. Completed 15 sanitary plan reviews. Took 213 calls. Researched and assisted landowners with a State sanitary variance process.

Chair opened item 8: Review ROD, LID and PZD Vouchers. No comments.

Chair opened item 9: Any Other Business. Next meeting is June 5th @ 9am in the Public Safety Room in County Courthouse.

Chair adjourned the meeting at 9:59 a.m.

Respectfully submitted,

Nicole Ziebell

MARQUETTE COUNTY PLANNING AND ZONING COMMITTEE
April 3, 2025
County Board Meeting Room – Service Center Building; In person and virtual

Members present: Judi Nigbor-Chair; Dave Benson, John Bennett, Dave Krentz, Kathy Jo Locke

Others present: Zach Hughes, Jean Potter, Ron Barger, Nicole Ziebell, Megan Stalker, Darcy & Jeffrey Rataczak, Fred Wollenberg, John McGwin

Chair called the meeting to order at 9:00am and asked for approval of the agenda; motion by Benson, second by Bennett; motion carried.

Chair asked for approval of minutes from March 6, 2025, meeting; motion by Bennett, second by Krentz; motion carried.

Citizens' comments or concerns: None.

Chair opened item 4: A public hearing on the application by Darcy and Jeffrey Rataczak, N4229 16th Road, Montello, WI 53949, requesting to rezone from Prime Agriculture (AG-1) to General Agriculture (AG-2) for the following lands all in Section 6 T14N R10E, Town of Buffalo, Marquette County, WI. Rezone 10 acres into AG-2 described as Lot 2 CSM 3131 being part of the SW ¼ of the SE ¼. Property Address: N2112 13th Road. Potter summarized. Wollenburg expressed his support and concern as an adjacent landowner. Town Board and Plan Commission approved. Motion to approve the rezone and move onto County Board by Locke; Second by Benson; discussion; motion carried 5-0.

Chair opened item 5: A public hearing on the application by Timothy & Gina McReath, W4315 Gem Ave., Montello, WI 53949, requesting to rezone from Prime Agriculture (AG-1) to Agriculture Residential (AG-3(2)) and Farmland Preservation Overlay (FPO) Districts for the following lands legally described for rezone purposes only. Being that part of Government Lot 1 described as the East 850' +/- of the South 2049' +/-; less 3 acres +/- around residential dwelling to be reclassified to AG-3(2) and 37 acres +/- reclassified to FPO; Section 25, T15N R9E in the Town of Packwaukee, Marquette County, WI. Property Address: W4218 County Road D. Potter summarized owners selling house and 3 acres to son. A CSM with easement being created. Town Board and commission approved. Motion to approve the rezone and move onto County Board by Bennett; Second by Benson; discussion; motion carried 5-0.

Chair opened item 6: Discussion and Motion to implement Sanitary Plan Review Fees. Potter summarized. Motion to implement Sanitary Plan Review and move to Exec and Finance meeting by Benson; Seconded by Locke; discussion; motion carried 5-0.

Chair opened item 7: Discussion and Motion to Present Modified Fee schedule to Executive & Finance Committee. Potter summarized both UDC Administrative fees and Sanitary Plan review fees & holding tank permit fee. Motion to approve and move to Exec and Finance meeting by Bennett; Second by Benson; discussion; motion carried 5-0.

Chair opened item 8: Discussion and Motion to Approve Increase from 0.5 to 1.0FTE for Administrative Assistant Position and Present to Executive and Finance Committee. Potter summarized the request. Discussion was held with input from Barger, Potter and committee. Motion to approve and move to Exec and Finance meeting to increase from 0.5 to 1.0FTE for Administrative Assistant Position by Bennett; Second by Benson; discussion; motion carried 3-2 with Nigbor & Krentz voting no.

Chair opened item 9: Department Reports.

- a. *Register of Deeds* – Ziebell reported the update of the Fidar meeting with price increases and different opportunities to generate revenue. Updates to the software were made to be compliant

with Act 235. Create a policy and procedure for the Act 235 for the county that will go to Exec & Finance April 7th. Also sent out Confidentiality Agreements to all our 3-party vendors that this Act 235 effects.

- b. *Land Information Director* – Stalker reported that she finished the job description and has it out there for the public and have had some applications come in already.
- c. *Planning & Zoning Administrator* – Potter reported Zoning is up in permits and Sanitary is a little low due to weather and road restrictions. Rezone applications higher in the 1st quarter and 3 additional coming in for next month's meeting. Variances are also on an uptick. There is legislation at the state level to allow chickens for residential zoning. Another act to allow raised garden beds without restriction, which could conflict with established shoreland zoning regulations. Potter presented with LWCD about Farmland Preservation and collecting tax credits by landowners in AG-1 zoning. Potter will attend an upcoming meeting with the Town of Springfield to discuss UDC permitting and options for county involvement.
- d. *Zoning Technician* – Hughes reported the office is working on getting the sanitary maintenance notices ready to be mailed out soon. Septic audit was completed, and Zoning was told that they met and exceeded expectations with the state. 2 homes burned down on Lawrence Lake and working with homeowners to make sure they stay compliant with the ordinance and flood plain regulations.

Chair opened item 10: Review ROD, LID and PZD Vouchers. No comments.

Chair opened item 11: Any Other Business. Next meeting is May 1st @ 9am in the Public Safety Room in County Courthouse.

Chair adjourned the meeting at 10:12 a.m.

Respectfully submitted,

Nicole Ziebell

Chair opened item 9: Department Reports.

- a. *Register of Deeds* – Ziebell reported about the PowerPoint with revenues from when ROD started with Fidar to date that goes along with the ongoing staffing topic. Let the committee know about the Act 235 meeting on March 27th.
- b. *Land Information Director* – Nothing to report.
- c. *Planning & Zoning Administrator* – Potter reported about proposed increases in fees; UDC administrative fee and sanitary plan review fees; to help offset costs for a full-time administrative assistant position in the department. Ninety-one acres were reported to DATCP for the annual Farmland Preservation Rezone report. Increases in rezone, variance, and TRH applications showing on YTD revenue. Assisting municipal treasurers to better capture room tax documentation and fees. Potter and Hughes attended 2-day POWTS training in Wausau. Staff are redesigning sanitary maintenance notices to a postcard format with one yearly mailer for entire season. Past due system notification and citations will be going through corporation counsel with staff support and data entry assistance.
- d. *Zoning Technician* – Hughes reported new sanitary permits were +5 from this time last year, indicating 7 new residences were permitted in February. Getting a few “access to water” permits with 2 on Twin Lakes in Town of Springfield. Hughes and Barger explained the possible vehicle replacement with a current sheriff’s office vehicle and department budgetary adjustments.

Chair opened item 10: Review ROD, LID and PZD Vouchers. Bennett asked PZD about cell tower consultant fee. Potter explained it was money paid by the applicants for the consultant’s fee that passes through after the tower permit was issued.

Chair opened item 11: Any Other Business. Changing location of the meeting from Services Center to the Public Safety room. Potter will work with the County Clerk and the sheriff’s office to coordinate dates. April 2025 meeting will be in the Services Center as the Public Safety Room is booked. Barger stated RFP for comprehensive plan will be out in the next couple of months and a grant pays for this process.

Chair adjourned the meeting at 10:04 a.m.

Respectfully submitted,

Nicole Ziebell

MARQUETTE COUNTY PLANNING AND ZONING COMMITTEE

February 6, 2025

County Board Room – Services Center; In person and virtual

Members present: Dave Benson – fill-in Chair; John Bennett, Dave Krentz, Kathy Jo Locke, Judi Nigbor - virtual

Others present: Megan Stalker, Zach Hughes, Jean Potter, Ron Barger, Kari Reilly, Nicole Ziebell, John Shirley, Tessa Shirley, Art Mueller

Benson called the meeting to order at 9:00am and asked for approval of the agenda; motion by Bennett, second by Locke; motion carried.

Chair asked for approval of minutes from January 9, 2025, meeting; motion by Locke, second by Krentz; motion carried.

Citizens' comments or concerns: None.

Benson opened item 4: A public hearing on the application by Sugar River Genetics LLC, PO Box 130, Clinton, WI 53525, requesting a rezoning from Prime Agriculture (AG-1) to Agriculture and Open Space (AO) and Farmland Preservation Overlay (FPO) for the following lands all in Section 34, T15N R08E, Town of Oxford, Marquette County, WI. A minimum of 20 acres rezoned into AO, described as the SW ¼ and the SW ¼ of the SE ¼; LESS AND EXCEPT a part of the SW ¼ containing 5.38 acres, more or less, and the N ½ of the N ½ of the SW ¼; with the remaining +/-134.582 acres rezoned into a FPO district, totaling +/- 154.582 acres. Property Address: N2542 County Road O. Benson stated that the Town Board approved this rezone. Potter explained that AO is normally found in the Town of Oxford since 2015 when they adopted County Zoning and allows for larger agricultural parcels. There is the potential to have 3 separate owners for this property. Potter also stated that this meets all the requirements of the town's comprehensive plan. Gums Farms also sent an email in favor as a neighboring landowner. Motion to approve the rezone and move onto County Board by Bennett; Second by Locke; discussion; motion carried 5-0.

Benson opened item 5: A public hearing on the application by John and Quinn Shirley, W5772 Ember Drive, Montello, WI 53949, requesting a rezoning from Prime Agriculture (AG-1) to General Agriculture (AG-2) and Farmland Preservation Overlay (FPO) for the following lands all in Section 29, T16N R09E, Town of Harris, Marquette County, WI. Ten (10) acres, more or less, to be rezoned into AG-2 described as the SW ¼ of the NE ¼ less 60 rods thereof and 40 acres more or less into FPO, described as the SE ¼ of the NE ¼, totaling 50 acres. Property Address: W5772 Ember Drive. Tessa Shirley stated that her in-laws are giving the 10 acres to build a house for her family. Benson stated the Town Board approved the request. Potter added that everything meets requirements, and this was the best buildable area. CSM is done just waiting for the approval to move forward. Motion to approve the rezone and move onto County Board by Locke; Second by Krentz; discussion; motion carried 5-0.

Benson opened item 6: Proposal on Reorganization and Addition to Staffing for Register of Deeds, Land Information and Planning & Zoning Departments. Stalker gave proposal for land information office. Barger added his recommendation. Ziebell and Potter explained their offices specifically. Motion to approve Full-Time position for a GIS Technician in Land Information Department with an expected hire date no later than June 1st, 2025, but if the right candidate comes to start sooner with advertising position as early as March 1st, 2025, and move onto Executive & Finance by Locke; Second by Bennett; discussion; motion carried 5-0. Discussion on current 50-50 split between ROD and Zoning. The committee requested follow-up at future meetings to discuss viable funding options for two separate positions.

Benson opened item 7: Department Reports

- a. *Register of Deeds* – Ziebell reported earlier in the meeting for making over \$14,000.00 in revenue for Jan. 2025.
- b. *Land Information Director* – Stalker keeping up with all her statutory requirements. It is that time of year again for the splits/combinations along with any other requirements that the assessors need or want for each municipality's open board of review.
- c. *Planning & Zoning Administrator* – Potter stated the Town of Buffalo was officially under county zoning as of Feb 1st. Website is updated to reflect the town's inclusion in county zoning. Still working on cell tower proposal in Town of Shields on Hwy 23. Three rezones are scheduled for the March meeting, with 5 rezone resolutions for the March County Board meeting. Had some commercial building code issues brought to her attention and sent them to the state building inspection for follow up. TRHs are picking up and applications are in progress ahead of tourist season.
- d. *Zoning Technician* – Hughes explained the continued large volume of calls coming into the office. Three calls in a month were asking about second dwellings on parcels but they are not allowed per ordinance. Buffalo has been part of County Zoning for 6 business days and the department has already issued 3 permits and taken 4 calls for future building projects. Received 22 rural address signs from the Highway department. Next steps include digger's hotline requests and installation. Working on sanitary installation reports for 2024 installed systems. A total of 139 permits were issued in 2024 with 79 being replacement systems and 60 being new systems. Working with a shipping container violation that is being resolved and converted into a shed per ordinance.

Benson opened item 8: Review ROD, LID and PZD Vouchers. No Comments.

Benson opened item 9: Any Other Business. None.

Benson adjourned the meeting at 10:02 a.m.

Respectfully submitted,

Nicole Ziebell

MARQUETTE COUNTY PLANNING AND ZONING COMMITTEE

January 9, 2025

County Board Room – Services Center; In person and virtual

Members present: Judi Nigbor Chair; John Bennett, Dave Benson, Dave Krentz, Kathy Jo Locke

Others present: Megan Stalker, Zach Hughes, Jean Potter, Ron Barger, Nicole Ziebell, Scott Kempley, John Larkin

Chair called the meeting to order at 9:03am and asked for approval of the agenda; motion by Bennett, second by Benson; motion carried.

Chair asked for approval of minutes from December 5, 2024, meeting; motion by Benson, second by Krentz; motion carried.

Citizens' comments or concerns: None.

Chair opened item 4: A public hearing on the Amendment of the Marquette County Comprehensive Plan to Adopt the Planned Land Use and Farmland Preservation Plan Map for the Town of Buffalo. Hughes summarized/explained the process and information of how we got here by the direction of Potter. Kempley added additional comments. Motion to approve the amendment of the Marquette County Comprehensive Plan to Adopt the Planned Land Use and Farmland Preservation Plan Map for the Town of Buffalo and move onto County Board by Benson; Second by Locke; discussion; motion carried 5-0.

Chair opened item 5: A public hearing on an Amendment to the Marquette County Code of Ordinances on the proposed revisions and additions to Chapter 70-Zoning. Hughes summarized/explained that Zoning District AG-3(5) and CP already existed in Town of Buffalo and were getting added to County Zoning giving other townships the opportunity to be able to use this district. Motion to approve the amendment to the Marquette County Code of Ordinances on the proposed revisions and additions to Chapter 70-Zoning and move onto County Board by Bennett; Second by Benson; discussion; motion carried 5-0.

Chair opened item 6: A public hearing on the proposed Adoption of Marquette County Code of Ordinances Chapter 70 by the Town of Buffalo. Hughes summarized/explained the process of what needs to happen to complete this process and if all goes well County Zoning for Town of Buffalo will start February. Motion to approve proposed Adoption of Marquette County Code of Ordinances Chapter 70 by the Town of Buffalo and move onto County Board by Bennett; Second by Locke; discussion; motion carried 5-0.

Chair opened item 7: Department Reports

- a. *Register of Deeds* – Ziebell reported about Citadel training next week for everyone in the office with Fidler to be prepared for the Judicial Privacy Act Law that is going into effect April 1, 2025. Also stated that process/clean-up projects that should have been done before start date with the new system are now being taken care of one by one at no cost to make it more efficient for the office to run and the submitters to get documents to the office easier.
- b. *Land Information Director* – Stalker upgraded GIS Enterprise database/server for 2025 update to the Flex ArcGIS Pro migration to comply with the Sheriff's NG911 system. CBAS (ward & supervisory districts) one out of two of the year submissions completed to the State. Handling tax bill questions and calls as we implemented in June 2024, so some clean-up needed to happen but thankfully those are tapering off. Starting to work on the Splits for 2025 for the Assessors so they can get ready for their Open Book Board of Review in the next couple months for each Township/Village. All transfers are from 2024 are completed.
- c. *Planning & Zoning Administrator* – Potter discussed the 2024 final revenue numbers. Potter continued the prior discussion for adding a county percentage fee to UDC permits as well as looking at sanitary fee adjustments with additional agent status plan review responsibilities approved by DSPS. The department's Commercial Electrical Service agent status has also

been renewed with DSPS. The department is reviewing the application for the proposed cell tower to be built in the Town of Shields on Hwy. 23 east of Montello.

- d. *Zoning Technician* – Hughes stated that winter hasn't slowed down septic installations with plumbers still putting in systems and getting about 1-2 inspections a week. Fire Number applications are still coming in. Camping letters were all sent out to the people with campers on private property notifying them about their annual renewal application and fee or that the camper needs to be removed since they are only allowed seasonal camping from April 15-December 1.

Chair opened item 8: Review ROD, LID and PZD Vouchers. No Comments.

Chair opened item 9: Any Other Business. None.

Chair adjourned the meeting at 9:36 a.m.

Respectfully submitted,

Nicole Ziebell