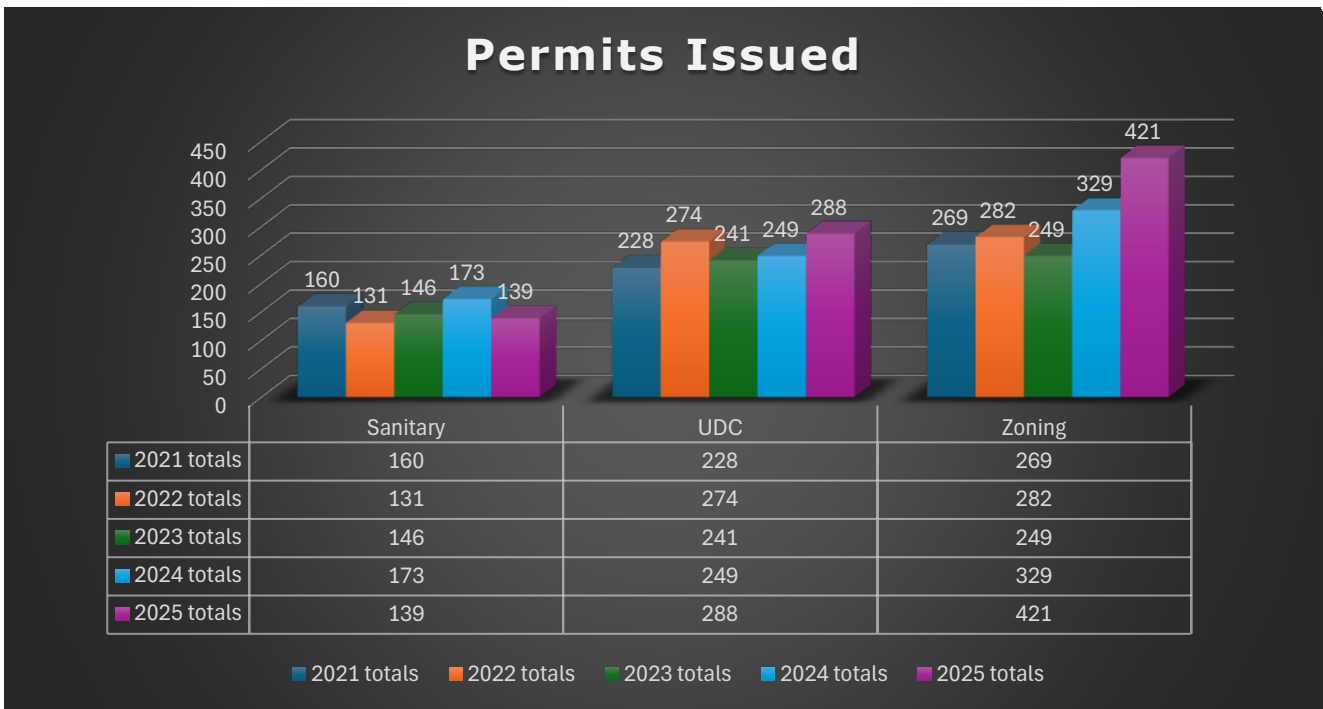


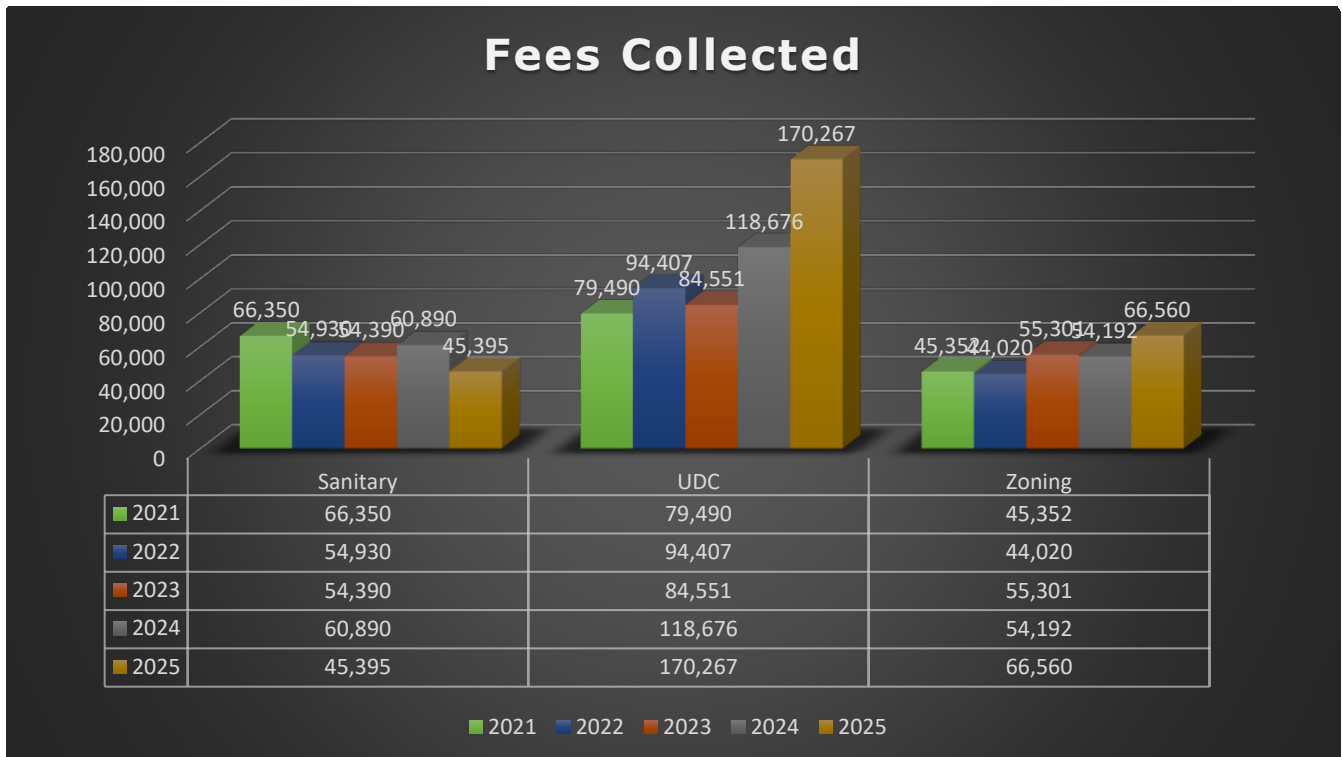
TO THE MARQUETTE COUNTY BOARD OF SUPERVISORS

Following is a summary of the activities of the Marquette County Planning & Zoning Department for 2025.

2025 Permitting:



From 2024 to 2025, permits issued for **zoning** increased 28%, **UDC** permits increased 16%, and **sanitary** permits decreased 20%.



From 2024 to 2025, fees collected from **zoning** permits increased 23%, fees collected from **UDC** permits increased 43%, and fees collected from **sanitary** decreased by 24%. Total fees collected in 2025 were \$284,247, showing an increase of 21% from the previous year.

Fees collected for 2025 UDC permits were passed through to General Engineering Company (GEC) for their contracted building inspection services. In July 2025, an administrative fee was implemented, and the department collected an additional \$8519 at year end, with the \$170,267 remitted back to GEC. Sanitary fees reflect the net amount collected and remaining with the county and the State of Wisconsin - Department of Safety & Professional Services, received \$12,000 for their portion of application fees collected in 2025.

2025 Revenue to Budget Comparison			
Type	YTD Total	2025 Budgeted	% of Budgeted
Zoning	\$ 66,560	\$ 52,750	126%
Sanitary	\$ 45,395	\$ 42,000	108%
UDC	\$ 170,267	\$ 60,000	284%

2025 Board of Adjustment:

In 2025, the Board of Adjustment held 6 Public Hearings:

Variance applications	9 approved	0 denied
Special Exception applications	4 approved	0 denied

2025 Violation Enforcement:

During the year, department staff resolved the following violations:

- 1 Unlicensed and operating Tourist Rooming House.
- 1 Living in an Accessory Building violation.
- 1 Shoreland Excavation violation.
- 2 Junk/salvage violations.
- 2 Shipping Container violations.
- 7 Sanitary failures.
- 10 Accessory Structures without permitting violations.

2025 Rezonings:

Rezonings are changes to the Zoning Ordinance chapters as amendments of a Town zoning map. The majority of rezoning requests are filed for the purpose of building a house in areas zoned Prime Agriculture (AG-1). This is required because new homes are not permitted in the AG-1 District, which is the County’s certified Farmland Preservation District, and under State Statute cannot allow new homes to be constructed.

The following table summarizes the individual rezonings for 2025.

TOWN	ACREAGE	ORIGINAL DISTRICT	NEW DISTRICT	
BUFFALO	10	AG-1	AG-2 (10AC.)	
BUFFALO	43.13	AG-1	AG-3(2) (4AC.)	
			AG-3(4) (4AC.)	FPO (35.13AC.)
BUFFALO	40	AG-1	AG-3(2) (3.35AC.)	FPO (36.65AC.)
BUFFALO	35	AG-1	AG-3(4) (4AC.)	FPO (31AC.)
CRYSTAL LAKE	40	AG-2	AG-1 (40AC.)	
CRYSTAL LAKE	40	AG-2	AG-3(5) (5AC.)	AG-2 (35AC.)
HARRIS	50	AG-1	AG-1 (10AC.)	FPO (40AC.)
HARRIS	22.97	AG-1	AG-2 (22.94AC.)	
MECAN	2.838	AG-1	R-1 (2.838AC.)	
MECAN	20	AG-2	AG-3(4) (4.0AC.)	AG-2 (16AC.)
MOUNDEVILLE	39.49	AG-1	AG-3(4) (4.05AC.)	FPO (35.44AC.)
NEWTON	34.95	AG-2	AG-3(5) (6AC.)	AG-2 (28.95AC.)
NEWTON	20	AG-2	AG-3(2) (3.22AC.)	AG-2 (16.78AC.)
NEWTON	40	AG-1	AO (40AC.)	
NEWTON	1.29	AG-2	R-1 (1.29AC.)	
OXFORD	154.582	AG-1	AO (20AC.)	FPO (134.582AC.)
PACKWAUKEE	2.7	R-1	AG-3(2) (2.70AC.)	
PACKWAUKEE	40	AG-1	AG-3(2) (3AC.)	FPO (37AC.)
WESTFIELD	1	AG-1	R-1 (1AC.)	

2025 Staffing and Summary:

In 2025, the department focused on several major initiatives, including overhauling zoning ordinance language, implementing a mid-year fee schedule update, identifying cost-reduction measures for septic maintenance notices, and continuing improvements to zoning permit workflows and office procedures.

Since 2015, the county’s zoning ordinance provisions were consolidated within Chapter 70, combining regulations for zoning administration, general zoning, shoreland, floodplain, and mobile service support structures. To obtain Wisconsin Department of Natural Resources (WDNR) and Department of Agriculture, Trade and Consumer Protection (DATCP) certification for shoreland, floodplain, and farmland preservation regulations, the ordinance was fully rewritten in 2025 and reorganized into individual chapters. The updated ordinance now includes:

- Chapter 61: Zoning Administration
- Chapter 62: Comprehensive Zoning
- Chapter 63: Shoreland Protection
- Chapter 64: Floodplain Protection
- Chapter 65: Mobile Service Support Structures and Wireless Communication Facilities

As of the writing of this report, all applicable state agencies have certified Marquette County’s farmland preservation, floodplain, and shoreland ordinance language.

The department also implemented a mid-year fee schedule update to help offset costs associated with increasing the zoning specialist position to 1.0 FTE. As part of this revision, new fees were added for sanitary permit application review.

Per Wis. Stat. § 145.20 and Wis. Admin. Code § SPS 383.23(1), the Wisconsin Department of Safety and Professional Services (DSPS) reconfirmed and delegated Marquette County zoning staff in January 2025 as the primary entity to complete plan review for the following county commercial and residential POWTS installations utilizing approved component manuals:

- Residential at-grade systems with a design wastewater flow (DWF) of up to 1,000 gallons per day.
- Commercial non-pressurized in-ground systems with a DWF of up to 3,000 gallons per day.
- Residential non-pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
- Residential pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
- Residential mound systems with a DWF up to 1,000 gallons per day.
- Replacement septic and pump tanks for commercial facilities with a DFW of up to 3,000 gallons per day.
- Replacement septic and pump tanks for residential facilities with a DFW of up to 1,000 gallons per day.

Additionally, the department instituted an administrative fee for processing building permits in conjunction with our GEC partners when building permits are issued. A 10% administrative fee was created and went into effect in July 2005.

The yearly septic maintenance notices were redesigned into a postcard format and by utilizing a mailing company to generate and mail notices annually a savings of \$675.00 was derived.

After a full year of operating with the new permitting software, department staff—along with other counties across the state using the Catalis permit management system—formed a working group to address issues and improve workflow processes. Throughout the year, remote meetings were held with Catalis support staff, as well as additional meetings among the participating zoning offices. Through this collaboration, our department developed a paperless inspection form for septic installations, reducing time spent on data entry and eliminating redundant steps in meeting sanitary permit documentation requirements. Staff conducted 110 septic installation inspections in 2025 and the new paperless inspection form will streamline the process.

Lastly, department staff were required by DSPS to participate in a field audit of Marquette County's POWTS program, including a review of inspection procedures. In keeping with their established practice, DSPS provided only one day's notice before conducting the audit. Their staff shadowed county personnel and the plumbing contractor onsite while documenting their observations. The county was found to be in substantial compliance, meeting or exceeding the agency's expectations.

Your program has been found to be in **SUBSTANTIAL COMPLIANCE** with applicable Wisconsin Administrative Codes and State Statutes. In general, your program activities met or exceeded the Departments expectations.

Planning & Zoning Committee meetings are held on the 1st Thursday of each month, and the Board of Adjustment holds hearings on the last Thursday of each month. All are welcome to attend or stop in the zoning office anytime to discuss zoning related issues.

Respectfully submitted,

Jean Potter, Zoning Administrator