

**Lincoln County Land Services Committee
Minutes of Thursday, May 8, 2025 3:30pm
Lincoln County Service Center, Room #257**

(Meeting recording is available on the Lincoln County website: co.lincoln.wi.us)

MEMBERS PRESENT In-Person: Marty Lemke, Bill Bialecki, Greg Hartwig, Julie DePasse, Donald Dunphy, Dean Lemke, and Andy Zelinski

MEMBERS PRESENT Teleconference: None

MEMBERS ABSENT: Randy Detert (excused)

DEPARTMENT HEADS/STAFF In-Person: Sarah Koss (Register of Deeds), Mike Huth (Land Services Administrator), Thomas Boisvert (Conservation Program Manager), and Elizabeth Peronto (Program Assistant).

VISITORS In-Person: Tim Kloehn, Thalia Kloehn, Earl Welker, Mike Fick, Christine Vorpapel, Tyler Teske, Brad Bucks, Gina Mueller, Gary Sholund, Zach Schendel, Paul Meyer

VISITORS Teleconference: Sara Guild

1. Call Meeting to Order – Meeting was called to order by Chair Lemke at 3:30pm.
2. Roll Call – Detert absent. All other members present.
3. Adopt Agenda – M/S DePasse/Zelinski to adopt the agenda as presented. Motion carried on a voice vote.
4. April 10, 2025 LSC Meeting Minutes –
M/S Zelinski/Dunphy to approve the 4/10/2025 minutes as presented. Motion carried on a voice vote.
5. Public Comment – There was none.

DEPARTMENT REPORTS

6. Register of Deeds
 - a) Monthly Financial Reports – Koss presented the report. There was no discussion.
 - b) Monthly Written Reports – Koss presented the report. There was no discussion.
7. Land Services
 - a) Administrator Department/Programs Report – Huth and Boisvert presented the report. There was no discussion.
 - b) Monthly Financial Reports – Huth presented the report. There was no discussion.
 - c) Zoning Program Manager/Land Services Administrator Timesheets (3/31/2025 – 4/27/25) –

M/S DePasse/Zelinski to approve the timesheets. Motion carried on a voice vote.

OLD BUSINESS

none

NEW BUSINESS

8. Agency Updates - none
9. Register of Deeds 2026 Budget Discussion and Possible Action – Koss presented the proposed budget.

M/S DePasse/Hartwig to approve the 2026 Register of Deeds budget as presented and to forward it to the Finance Committee. Discussion occurred. Motion carried on a voice vote.

10. Land Services 2026 Budget Discussion and Possible Action – Huth and Boisvert presented the proposed budget. Discussion occurred.

M/S DePasse/Hartwig to approve the 2026 budget as presented and to forward it to the Finance Committee with the change of line item **Transcendent Technologies** Contract from \$35,000 to \$30,000. Motion carried on a voice vote.

11. **4:00pm Public Hearings** (See Public Hearing Notice.) Public Hearing was called to order at 4:05pm by Chair Lemke. Chair Lemke explained the rules of conduct for public hearings and introduced the Committee members and staff. Chair Lemke explained that items a & b as well as c & d will be presented and discussed at the same time.

COMPREHENSIVE PLAN AMENDMENTS AND PETITIONS FOR REZONING

- a) OLD BUSINESS - A request by Irvin and Cheryl Fick to rezone a portion of tax parcel pin# 01432063639966, from Rural Residential-3 (RR3) to General Business (GB).
- b) OLD BUSINESS - A request by Irvin and Cheryl Fick to amend the Lincoln County Comprehensive Plan Map from Residential (Rural Single Family Residential) to Non-Residential (General Business Public) for a portion of tax parcel pin# 01432063639966.

Chair Lemke asked for any changes from staff for the report or the recommendation. Huth informed the committee regarding the amendment to the request by Irvin Fick. Huth informed the committee that the Town of Merrill submitted a favorable recommendation. Huth informed the committee that staff still recommends approval.

Chair Lemke asked for additional testimony in support of the request. Irvin Fick was present and explained the amended request. There was no further testimony in support of the request.

Chair Lemke asked for additional testimony from opponents of the request.

Gary Sholund spoke in opposition to this request. He is concerned regarding the additional traffic and noise that could be generated by running a fleet parking lot. Furthermore, he is concerned regarding potential future uses for the proposed zoning district.

Tyler Teske spoke in opposition to this request. He clarified he is not in opposition to the property being used as a fleet parking lot. He asked for clarification that Fick is able to use his existing driveway for business use versus creating a new driveway coming off of Hillside Dr.

Paul Meyer spoke in opposition to this request. He clarified he is not in opposition to the property being used as a fleet parking lot. He is concerned regarding the potential for another driveway on Hillside Dr. and the springtime flooding through the Fick property.

Chair Lemke closed the public hearing for this request. Discussion occurred.

M/S Bialecki/Hartwig to approve the rezone request as presented. Motion carried on a voice vote.

M/S Bialecki/Hartwig to approve the comprehensive plan change request as presented. Motion carried on a voice vote.

- c) A request by Mary and Bradley Bucks to rezone a portion of tax parcel pin# 00435062519988 and all of 00435062519998, from Recreation (RE) to Rural Residential-3 (RR-3).
- d) A request by Mary and Bradley Bucks to amend the Lincoln County Comprehensive Plan Map from Rural/Environment (Public Recreation) to Residential (Rural Single Family Residential) for a portion of tax parcel pin# 00435062519988 and all of 00435062519998.

Chair Lemke asked for testimony in support of the request. Bradley Bucks, the applicant, was present and explained the request.

Chair Lemke asked for additional testimony from proponents of the request. There was none.

Chair Lemke asked for testimony from opponents of the request. There was none.

Chair Lemke asked for the staff report. Huth presented the staff report and informed the committee that the Town of Bradley has requested a 30-day Extension. County staff recommends that the committee grant the 30-day extension by the Town of Bradley. Discussion occurred.

M/S Hartwig/Zelinski to approve the 30-Day Extension by the Town of Bradley. Motion carried on a voice vote.

- e) A request by Carter and Paula Schendel to rezone tax parcel pin# 02232080119997, 02232080119985, and 02232080119987, from Forestry (F) and Agriculture (A) to Rural Lands-4 (RL-4).

Chair Lemke asked for testimony in support of the request. Zach Schendel spoke in favor of the request. Earl Welker, Chair for the Town of Schley Planning Commission, informed the committee that the Town of Schley recommends approval for this request.

Chair Lemke asked for additional testimony from proponents of the request. There was none.

Chair Lemke asked for testimony from opponents of the request. There was none.

Chair Lemke asked for the staff report. Huth presented the staff report. County staff recommends that the committee grant rezone request.

Chair Lemke closed the public hearing for this request.

M/S DePasse/Dunphy to approve the rezone request as presented. Motion carried on a voice vote.

CONDITIONAL USE PERMIT

- f) A conditional use request by Kloehn-Stead Properties LLC (Thalia and Tim Kloehn) to allow for an expansion to an existing private campground/camping resort in a Rural Lands-4 (RL4) zoning district.

Chair Lemke asked for testimony in support of the request. Thalia Kloehn, representative of Kloehn-Stead Properties LLC, was present and explained the request.

Chair Lemke asked for additional testimony from proponents of the request. There was none.

Chair Lemke asked for testimony from opponents of the request. There was none.

Chair Lemke asked for the staff report. Huth presented the staff report and informed the committee that the Town of Skanawan has submitted a recommendation for approval. County staff recommends that the committee grant the request. Discussion occurred.

Chair Lemke closed the public hearing for this request.

M/S Hartwig/DePasse to approve the conditional use permit request as presented with the 23 conditions as presented in the staff report. Motion carried on a voice vote.

Conditions:

1. Shall follow all applicable regulations of Department of Agriculture, Trade and Consumer Protection (DATCP), Wisconsin Department of Natural Resources (WDNR), Wisconsin Department of Safety and Professional Services (DSPS), and the Lincoln County Health Department.
2. Shall meet Ch. ATCP 79, Wis. Adm. Code, requirements, enforced by the State Department of Health and Family Services or its designated agent. If a waiver or variance to one or more of these requirements is granted by the State, such waiver or variance shall be deemed valid by the County except for those items listed in this subsection.
3. Shall have direct access to a public road, with no more than 2 camp road access points to each abutting public road for the first 100 camp sites, plus one additional access for each 100 sites thereafter.
4. Camping sites and access roads shall be located, graded, and maintained so as to provide each site with positive site drainage and be free from flooding and control dust.
5. Maximum density shall be 8 individual campsites per acre for campgrounds and 5 individual campsites per acre for camping resorts, and a proportional average of the 2 for combination campgrounds/camping resorts, except in accordance with regulation (g) below. No more than 10 percent of the site used in the calculation of maximum density shall include floodplains or wetlands.
6. Minimum lot size is 10 acres for private campgrounds, 20 acres for camping resorts, and a proportional average of the two for combination campgrounds/camping resort.
7. Each individual campsite shall have sufficient area for one camping unit on that site, with at least 15 feet of setback to the camping unit from the site access roadway, and 10 feet to any side or rear camp site "lot" line. In the absence of readily definable "lot" lines, a minimum 10-foot setback shall be maintained from the nearest part of the camping unit or structure to any adjacent camping unit or structure. Individual campsites within private campgrounds shall have at least 30 feet of width and 40 feet of depth. Individual campsites within private resorts shall have at least 40 feet of width and 50 feet of depth.
8. A separate area may be designated in a campground for group camping in tents. However, such group camping shall not exceed 2 weeks in any one time period by the same persons and no more than 20 tents containing no more than 80 persons per acre shall be permitted. In addition, the group camping area must be provided with proper sanitary service as required by Ch. ATCP 79, Wis. Adm. Code.
9. A campground may have one dwelling and accessory residential buildings for the home occupant's private use provided the occupants are owners or caretakers of the campground.
10. A campground may also provide for purchases of sundry supplies, cooked meals, and drinks including alcoholic beverages, if so licensed by the local town and included in the conditional use permit approval.
11. Each camping unit, principal and accessory building, and vehicle parking area shall meet the minimum shoreland setback associated with any navigable waterway and the highway setback requirements of Section 17.4.10 of the zoning ordinance. Roads and utility crossings of the buffer setback shall be minimized and shall occur at right angles wherever possible.
12. Shall provide at least 200 square feet per camping unit or one continuous acre of common recreation open space, whichever is greater. Perimeter setbacks and landscaped bufferyards may not be counted towards meeting this requirement.
13. Shall provide and maintain those common health and safety facilities required in Ch. ATCP 79, Wis. Adm. Code, such as safe drinking water supply, sewage disposal station, toilets and washroom facilities. Provision

- of electric, water, and sewerage utility hookups is optional to campground sites, but mandatory to camping resort sites. Sewage disposal shall be only by licensed waste haulers.
14. Each campsite shall be clearly numbered on a sign at each site and on a map available to all patrons. Campsite numbering shall be consistent with the placement shown on the campground/camping resort plan map.
 15. A camping unit may not be placed or attached to a permanent foundation or a permanent structure at the campsite, except that attachment to an approved sewage disposal system or to an approved water supply system is permitted.
 16. Structures shall not be attached to the camping unit. All roofs or covers over a camping unit shall be supported by posts, shall include no side walls, and shall not be attached to the camping unit.
 17. Prior to the placement or construction of any structure on a site, a permit and site plan showing the proposed structure(s) and all applicable setbacks must be approved by the campground/camping resort owner or a designated agent. The campground/camping resort owner may internally regulate the type and size of structures permitted, provided that such structures do not violate Ch. ATCP 79, Wis. Adm. Code, or the Lincoln County Zoning Ordinance. The campground/camping resort owner shall be responsible for providing an inventory of all permits issued within the campground in the previous 12 months to the Zoning Administrator on or before November 1 of each year. The owner shall also be responsible for abating any violations of this chapter and shall be subject to penalties as outlined in Section 17.8.80 in the event of noncompliance.
 18. Campgrounds shall be maintained under a single ownership so that responsibility can be easily placed for cleaning of common facilities such as water supply, sewage disposal station, toilet, laundry, and washrooms, and refuse areas, and for enforcement of campsite cleanliness.
 19. Camping resorts, where public utilities serve each site, may be under a modified form of single ownership involving exclusive use of specific sites via corporate membership clubs, cooperatives, or condominium associations, provided the ownership form and covenants are first approved by the County with the conditional use permit application to assure that maintenance responsibilities for common facilities such as private roads, resort parks, sanitary facilities, and any resort buildings are adequately provided for in the form of ownership and in the proposed fees and organizational responsibility.
 20. 2 motor vehicle parking spaces per campsite.
 21. New structures or additions to existing structures, signage, and exterior lighting, shall meet all applicable standards set forth in County Ordinance Ch 17.
 22. Screening and Landscaping Standards of section 17.5.05 shall be followed.
 23. A "landscaped bufferyard" meeting the standards of 17.5.05(2) shall be maintained to a depth of fifteen (15) feet from all property lines with exception for the driveway/access points.

ANNOUNCEMENTS

12. Future Agenda Items –Ordinance Text Amendment proposals, Two Public Hearing Items as of this time.
13. Confirm next meeting/public hearing date – The next meeting will be June 12, 2025 at 3:30pm with the Public Hearing to begin at 4:00pm.
14. Adjourn – M/S Zelinski/DePasse to adjourn at 4:48p.m. Motion carried on a voice vote.

Minutes prepared by Elizabeth Peronto