



MANITOWOC COUNTY

COUNTY BOARD OF SUPERVISORS

MEETING NOTICE

DATE: May 16, 2023

TIME: 6:00 P.M.

PLACE: The Heritage Center, County Board Meeting Room
1701 Michigan Ave., Manitowoc, WI 54220

To live stream the meeting: <https://www.youtube.com/channel/UCcBZSVQYYfhgv5LHxT-fkwQ?reload=9>

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered at the meeting:

- I. Call to order by Chairperson Martell.
- II. Invocation by Chairperson Martell.
- III. Pledge of Allegiance.
- IV. Roll Call.
- V. Consideration and correction, if any, of the minutes of the April 18, 2023 meeting.
- VI. Additions or deletions to the agenda. Additions must be submitted to the County Clerk's Office no less than two hours before the close of the courthouse business day on the day of the official meeting. Items may be added only if, for a good cause, it was impossible or impractical to give earlier public notice.
- VII. REPORTS OF COUNTY SUPERVISORS, OFFICES, AND DEPARTMENT DIRECTORS
- VIII. PUBLIC COMMENT – OPPORTUNITY FOR CITIZENS TO PRESENT THEIR VIEWS
- IX. APPOINTMENTS BY COUNTY EXECUTIVE
 - A. Local Emergency Planning Committee

Appoint two members to succeed Chad Bennin and Robert Wenger, Alternate) Audrey Reese and one member to fill a vacancy for two-year terms expiring June 2025.

 1. Kristy Schmidt
 2. Robert Wenger, Alternate) Audrey Reese
 3. Kevin Klosinski
- X. COMMITTEE REPORTS, INCLUDING PETITIONS, RESOLUTIONS, AND ORDINANCES
 - A. Planning & Park Commission
 1. Ordinance 2023/2024-8 Amending Zoning Map (Signature Enterprises LLC)
 2. Ordinance 2023/2024-9 Amending Manitowoc County Code § 8.18 (General Zoning and Land Use Regulation)
 - B. Aging & Disability Board
 - C. Board of Health
 - D. Criminal Justice Coordinating Council
 - E. Executive Committee
 - F. Expo-Ice Center Board

G. Finance Committee

3. Resolution 2023/2024-10 Authorizing General Fund Balance Transfer and Approving Wilke Lake Pier Extension
4. Resolution 2023/2024-11 Authorizing BEAD Local Planning Grant Participation

H. Highway Committee

I. Human Services Board

J. Land Conservation Committee/ UW-Extension Education and Agriculture Committee

K. Personnel Committee

L. Public Safety Committee

M. Public Works Committee

N. Transportation Coordinating Committee

O. Miscellaneous

Personnel Committee and Human Services Board

5. Resolution 2023/2024-12 Authorizing Reallocation of Human Services Department 1.0 Full-Time Equivalent Position (CCS Services Facilitator to CCS Administrative Support Specialist)

XI. ANNOUNCEMENTS

XII. ADJOURNMENTS

Tyler Martell, Chairperson

Prepared by Linda Herman, Deputy County Clerk

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

ORDINANCE AMENDING ZONING MAP
(Signature Enterprises LLC)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Planning and Park Commission, after providing the required notice, held
2 a public hearing on a petition for a zoning ordinance amendment on April 24, 2023; and
3

4 WHEREAS, the Planning and Park Commission, after a careful consideration of testimony
5 and an examination of the facts, recommends that the petition be approved for the reasons stated
6 in the attached report;
7

8 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
9 ordain as follows:
10

11 A parcel of land in part of the SW 1/4 of the SE 1/4 including part of Tract 1 of a Certified
12 Survey Map recorded in Volume 13, Page 357, all of Lot 1 of a Certified Survey Map recorded in
13 Volume 30, Page 61, located in Section 21, Town 18 North, Range 22 East, Town of Liberty,
14 Manitowoc County, Wisconsin, described as follows:
15

16 Commencing at the S 1/4 Corner of Section 21; Thence S 88°08'47" E, 845.97 feet
17 coincident with the south line of the SE 1/4 of Section 21 being the point of
18 beginning; Thence continuing S 88°08'47" E, 277.68 feet to the southwest corner
19 of Lot 2 of a Certified Survey Map recorded in Volume 30, Page 61; Thence
20 N 03°56'52" E, 125.75 feet (recorded as S 03°52'35" W, 125.71'); Thence
21 S 85°53'47" E, 20.81 feet (recorded as N 86°07'25" W, 20.71'); Thence N
22 03°49'10" E, 254.26 feet (recorded as S 03°52'35" W, 254.41') coincident with the
23 west line of said Lot 2 to its northwest corner; Thence S 67°19'06" E, 174.95 feet
24 (recorded as S 67°23'13" E, 174.48') coincident with the north line of said Lot 2 to
25 its northeast corner; Thence N 00°06'34" E (recorded as S 00°02'30" W), 613.09
26 feet coincident with the east line of said SW 1/4 of the SE 1/4; Thence S 84°36'58"
27 W, 423.91 feet; Thence S 04°12'49" W, 876.90 feet to the point of beginning, said
28 parcel containing approximately 345,159 Square Feet (7.924 Acres) of land and is
29 hereby rezoned from Exclusive Agriculture (EA) District and Small Estate
30 Residential (SE) District to General Agriculture (GA) District.

Dated this 16th day of May 2023.

Respectfully submitted by the
Planning and Park Commission

James Falkowski, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. _____

COUNTERSIGNED: _____
Tyler Martell, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date

This report, recommendation, Ordinance, proof of publication, attached map, and the fact sheet are hereby presented in accordance with Section 59.69(5)(e)4 Wisconsin Statutes.

Signature Enterprises LLC, on March 22, 2023, petitioned the Manitowoc County Board of Supervisors to rezone approximately 7.92 acres of land located in the SW1/4, SE1/4, Section 21, T18N-R22E, Town of Liberty, from EA, Exclusive Agriculture and SE, Small Estate to GA, General Agriculture.

The Town of Liberty adopted the Manitowoc County Zoning Ordinance on November 14, 2011. The uses permitted in the GA, General Agriculture zoning provides for a rural area with a mixture of agriculture, low-density residential and rural commercial activity.

1. Action taken to date on this request includes:

- a. Signature Enterprises LLC petitioned for a zoning map amendment on March 22, 2023.
- b. The petition was referred from the County Clerk to the County Planning and Park Commission for a hearing and recommendation.
- c. The public hearing notices were published in the Herald-Times-Reporter on April 14, 2023 and on April 17, 2023.
- d. The County Planning and Park Commission held a public hearing on this amendment request on April 24, 2023.
- e. The Commission at their April 24, 2023 meeting recommended approval of a requested rezoning of approximately 7.92 acres of land located in the SW1/4, SE1/4, Section 21, T18N-R22E, Town of Liberty, from EA, Exclusive Agriculture and SE, Small Estate to GA, General Agriculture.

2. Existing conditions relating to land use, zoning, and natural resources are summarized on the accompanying zone change fact sheet.

3. Testimony at the hearing is summarized as follows:

- a. Mr. Tim Ryan, Director, reviewed the Commission Agenda Commentary.

The County Planning and Park Commission made the following findings from testimony at the hearing, the rezoning fact sheet, staff analysis, and discussions at the public hearing and meeting.

1. The area to be considered for rezoning meets past criteria set by the Commission for rezoning land from the EA, Exclusive Agriculture District and SE, Small Estate Residential District.
2. The Liberty Town Board and the Liberty Planning Commission supports the proposed zone change to GA, General Agriculture.
3. A small amount of cropland is affected by this request.

RECOMMENDATION

The County Planning and Park Commission determined from testimony at the public hearing, from the zone change fact sheets and maps, and from the staff analysis, that the public health, safety and general welfare would be safeguarded and substantial justice done, if the request of Signature Enterprises LLC to rezone approximately 7.92 acres of land from EA, Exclusive Agriculture and SE, Small Estate to GA, General Agriculture were approved.

The Manitowoc County Planning and Park Commission, at its April 24, 2023 meeting, therefore by a unanimous vote recommended that the subject property (an approximately 7.92 acres of land located in the SW1/4, SE1/4, Section 21, T18N-R22E, Town of Liberty, more fully described in the accompanying proposed ordinance amendment) be recommended for rezoning from EA, Exclusive Agriculture and SE, Small Estate to GA, General Agriculture.

MANITOWOC COUNTY ZONING MAP AMENDMENT CHECKLIST

GENERAL ZONING PRINCIPLES

- ☐ IS THE PROPOSED ZONING MAP AMENDMENT CONSISTENT WITH AND IN ACCORDANCE WITH THE COUNTY'S:
 - 1. LAND USE PLAN?
 - 2. FARMLAND PRESERVATION PLAN?
 - 3. OTHER LOCAL UNITS PLANS?
- ☐ HAS THERE BEEN A SUBSTANTIAL CHANGE IN CONDITIONS SINCE THE LAND WAS ORIGINALLY ZONED TO WARRANT THE PROPOSED AMENDMENT?
- ☐ WAS THE SUBJECT PROPERTY INCORRECTLY ZONED INITIALLY?
- ☐ DOES THE DECISION TO RECOMMEND APPROVAL OR DENIAL REPRESENT THE COMMISSION'S/COMMISSIONER'S WILL OR DOES IT REPRESENT ITS JUDGMENT?
- ☐ IS THE PROPOSED AMENDMENT IN THE BEST INTEREST OF THE COMMUNITY PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE?
- ☐ WILL THE PROPOSED REZONING BE COMPATIBLE WITH NEIGHBORHOOD PROPERTIES AND WILL IT NOT ADVERSELY AFFECT THE VALUE OF SUCH ADJACENT LAND?
- ☐ IS THE SUBJECT PROPERTY ECONOMICALLY FEASIBLE TO DEVELOP OR USE UNDER THE CURRENT ZONING?
- ☐ ARE THERE ADEQUATE SITES ELSEWHERE THAT ARE ZONED APPROPRIATELY FOR THE PROPOSED USE?
- ☐ DOES THE PROPOSED ZONING MAP AMENDMENT CONSTITUTE SPOT ZONING?
- ☐ HAVE ALL USES THAT ARE PERMITTED UNDER THE PROPOSED ZONING DISTRICT BEEN CONSIDERED RATHER THAN JUST THE USE THAT IS BEING PROPOSED BY THE APPLICANT?
- ☐ DOES THE PROPOSED AMENDMENT (IF OUT OF EA, EXCLUSIVE AGRICULTURE) MEET THE STATUTORY AND COMMISSION POLICY FINDINGS?
- ☐ OBJECTIONS FROM TOWN OR OTHER INTERESTED PARTIES?
- ☐ CITIZEN SUPPORT/OBJECTION?

SHORELAND FLOODPLAIN ZONING ORDINANCE PRINCIPLES

- ☐ IS THE PROPOSED LOCATION FOR THE PROPOSED USE WITHIN THE AREAS IDENTIFIED AS:
 - FLOODPLAIN
 - WETLAND
 - FLOODWAY
 - SHORELAND
- ☐ DOES THE PROPOSED CONSTRUCTION MEET THE STATE'S AND COUNTY'S STANDARDS:
 - PERMITTED ACCESSORY OR CONDITIONAL USE
 - SHORELINE VEGETATION REMOVAL
 - MINIMUM SETBACK FROM WATERWAY
 - MINIMUM LOT SIZE AND WIDTH
 - STANDARDS FOR FILLING, GRADING & EXCAVATION



COUNTY OF MANITOWOC COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Jessica Backus
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: jessicabackus@manitowoccountymi.gov

April 10, 2023

Tim Ryan, Director
Planning & Park Commission
4319 Expo Dr., P.O. Box 935
Manitowoc, WI 54220-0935

and

Manitowoc County Supervisor Catherine E. Wagner
Supervisory District 15

ATTN: Tim Ryan and Supervisor Wagner

We enclose a copy of the following petition for an amendment to Manitowoc County's Zoning Ordinance Use Regulations as filed in this office:

Name of Owner:
Signature Enterprises, LLC
14124 CTH C
Valders, WI 54245

Township:
Liberty

Applicant/Agent
Shane Mulhaney
15810 Rogne Road
Valders, WI 54245

This notice is made in compliance with Section 59.69(5)(e)(1) of the Wisconsin Statutes.
A report of the above petition will be made to the County Board at its next succeeding meeting.

Sincerely,

Jessica Backus

Jessica Backus
Manitowoc County Clerk



Manitowoc County
Planning and Park Commission

Fee (\$505) Received ☒

Receipt #

40476

ZONING MAP AMENDMENT APPLICATION

MANITOWOC COUNTY
RECEIVED
MAR 22 2023
PLANNING & PARK
COMMISSION

Date of Application:

OWNER / APPLICANT/ AGENT

Owner Signature Enterprises LLC

Applicant/Agent Shane Mulhaney

Address (1) 14124 CTH C

Address (1) 15810 Rogne Road

Address (2) _____

Address (2) _____

City/State/Zip Valders, WI 54245

City/State/Zip Valders, WI 54245

Phone (920) 374-0928

Phone _____

PROPERTY LEGAL DESCRIPTION

SW 1/4, SE 1/4, S 21 T 18 N R 22E E Town of Liberty

House /Fire # 14124

Tax Number 008-021-015-001.00

PROPERTY INFORMATION

Existing Zoning District EA & SE

Proposed Zoning district GA

Please include an air photo identifying the proposed area with dimensions or a description of the area proposed for rezoning including acreage:

See attached aerial photo of the are proposed for rezoning. The parcel size is 7.92 acres of which approximately 3 acres could be considered tillable and has not been in production for the last couple of years. Request is for the 7.92 acre parcel to be rezoned from EA to GA.

Proposed use: (Reason for change)

Requesting the rezone for the purpose of locating a landscaping business on the parcel. Lanscaping business is a permitted use in GA (with a conditional use) and not in EA. Granting of the rezone will not be limiting or negatively impacting the adjacent agricultural land.

Return to:
Manitowoc County
Planning and Park Commission
4319 Expo Drive, PO Box 935
Manitowoc, WI 54220-0935
(920) 683-4185

 3/22/23
Signature (applicant, owner, agent) Date

Signature (applicant, owner, agent) Date

MANITOWOC COUNTY

ZONING MAP AMENDMENT FACT SHEET

(Manitowoc County, Town of Liberty from EA and SE to GA)

PETITIONER

Name: Signature Enterprise LLC
Address: 14124 CTH C
Valders, WI 54245
Town: Liberty

PARCEL

Location: SW1/4, SE1/4, Section 21, T18N-R22E
Tax#: 008-021-015-001.00
Area: 5.47 acres (EA) / 2.11 acres (SE) = 7.58 acres

ACTION TO DATE

Petition Submitted: 3/22/2023
Town Action: Approved March 13, 2023
Hearing Notice Published: 4/14/2023 & 4/17/2023
Advisory: 4/24/2023
Hearing: 4/24/2023

ADJACENT USES & ZONING

Direction:	District:	Use:
North	EA	Farmland & Non-Farmland
South	EA & RR	Farmland & Residential
East	EA & RR	Non-Farmland & Residential
West	EA	Farmland

PARCEL USES & ZONING

Existing Zoning District: SE, Small Estate Residential & EA, Exclusive Agriculture
Existing Land Use: Farmland & Old Farmstead
Proposed Zoning District: GA, General Agriculture
Proposed Use: To apply to the BOA for a Landscaping Business

MAP INFORMATION

Farmland Preservation Designation: Both Non-Farmland and Farmland Preservation
Soil Type: HrB, HrD2,
Air Photo Date: 04/2020

OTHER CONSIDERATIONS

Drainage: Well drained
Soil Limitations: Severe – Percs Slowly
Sewage Disposal: Private Onsite Wastewater Treatment
Road Access: CTH C

Soil Test: 12/22/2011– Conventional Inspected
Terrain: 0 to >12 Percent Slopes
Vegetative Cover: Grass, Farmland

Town Future Land Use Designation: Agricultural Zoning District

The designated “agricultural zoning district” is established to support the agricultural industry and heritage of the town. The “agricultural zoning district” is where most of the farm income is generated in the Town Liberty. “Agricultural lands” include lands dedicated to crop production, dairy operations, livestock grazing, timber/pulp/forests, and similar uses. The town intends to limit incompatible non-farm development in this district. All forms of development except farm operations, commercial business operations related to farming, and housing for farm families and for others directly employed in farming are recommended for exclusion from the “agricultural zoning district”.

County Future Land Use Designation: Agricultural

The purpose of the Agricultural designation is to provide for the continued viability of farming and agricultural uses, the raising of livestock, the conservation of agricultural land, and to maintain and promote the rural character of the farmlands into the future.

Town of Liberty Change Request Form

Requested By: *Signature Enterprises LLC*

Date Received: *Feb 15, 2023*

Evaluation Meeting Date: *March 6, 2023*

Site Address: *14124 CTH C*



Change Requested: *Rezone approximately 7.92 ac lot from EA to GA. Variance for <10ac lot in GA district and Conditional Use for operation of landscaping business.*

1. Current Zoning Map:

EA

2. Within 75 feet of wetland:

Not Applicable at this site

3. Farmland Preservation Area:

Not applicable at this site

4. Woodland Preservation Area:

Not applicable at this site

5. Planning Map & Criteria:

A. Natural Areas

Not applicable at this site

B. Transportation (Commercial Develop.Only)

none

C. Topography & Soil

Red clay, hard pan, slight slope to the north

D. Pre-existing Home Site

yes

E. Detrimental To Air, Ground Water, Or Surface Water Quality

Not as being proposed

F. Any Land Use Conflicts

Not as being proposed. Landscaping business is not a public retail location, two access points to property provides safe entry and exit.

6. Site Inspection

Yes on an individual basis.

Town of Liberty Change Request Form

7. Special Considerations

For rezone:

- Parcel EA zoning was carried over when buildings split off from ag land and is not in correct zoning classification for parcel size
- Less than 3 ac of the 7.92ac is tillable and has not been cropped in last couple of years.
- See application for more details.

For variance:

- Ordinance creates unnecessary burden by not allowing permitted use on the lot at it's current size.
- To add acreage to meet 10 acre minimum would potentially pull additional land out of EA classification if a sale occurred.
- Property location has one neighboring residence and proposed use will not negatively affect them or adjacent farm land.
- See application.

For Conditional Use:

- See application.

Results of Plan Commission Evaluation, Advisory to Liberty Town Board:

Rezone – approved on 5-0 vote

Variance – approved on 5-0 vote

Conditional Use – approved on 5-0 vote

Plan Commission Members: Dave Christel, Drew Otto, Kevin Neeb, Steve Lenzner and Ron Schnell

Dave Christel *Kevin Neeb* *Steve Lenzner*
Drew Otto *Ron Schnell*

\$150 Application Fee received at Planning Commission meeting? No / Yes Cash
Check#

Liberty Town Board Directive



Change supported by the Town Board with Plan Commission

recommendations on this day: 3 / 13 / 2023 along with the following conditions:




See #7 under Special Consideration



Town of Liberty Change Request Form

Change not supported by the Town Board on this day: ____ / ____ / 20____
for the following reasons:

Signatures of Board

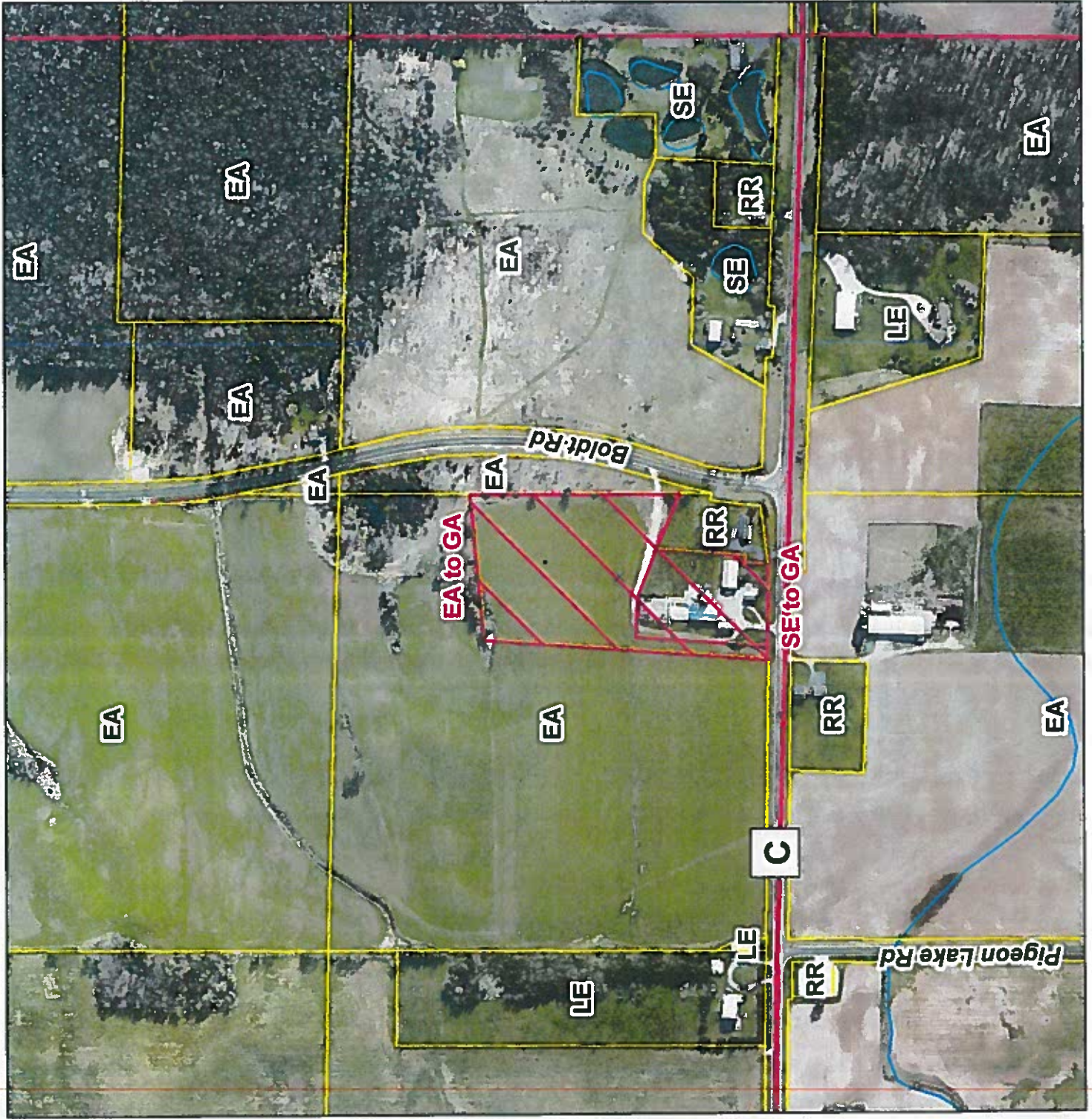




Date

3-13-2023

3-3-2023

3-13-2023



Signature Enterprise LLC
 SW 1/4, SE 1/4
 Section 21, T18N-R22E
 Town of Liberty
 From: EA To: GA
 Approximately 5.47 acre(s)
 From: SE To: GA
 Approximately 2.11 acre(s)
-87.868, 44.009

Map Overview

Liberty

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36



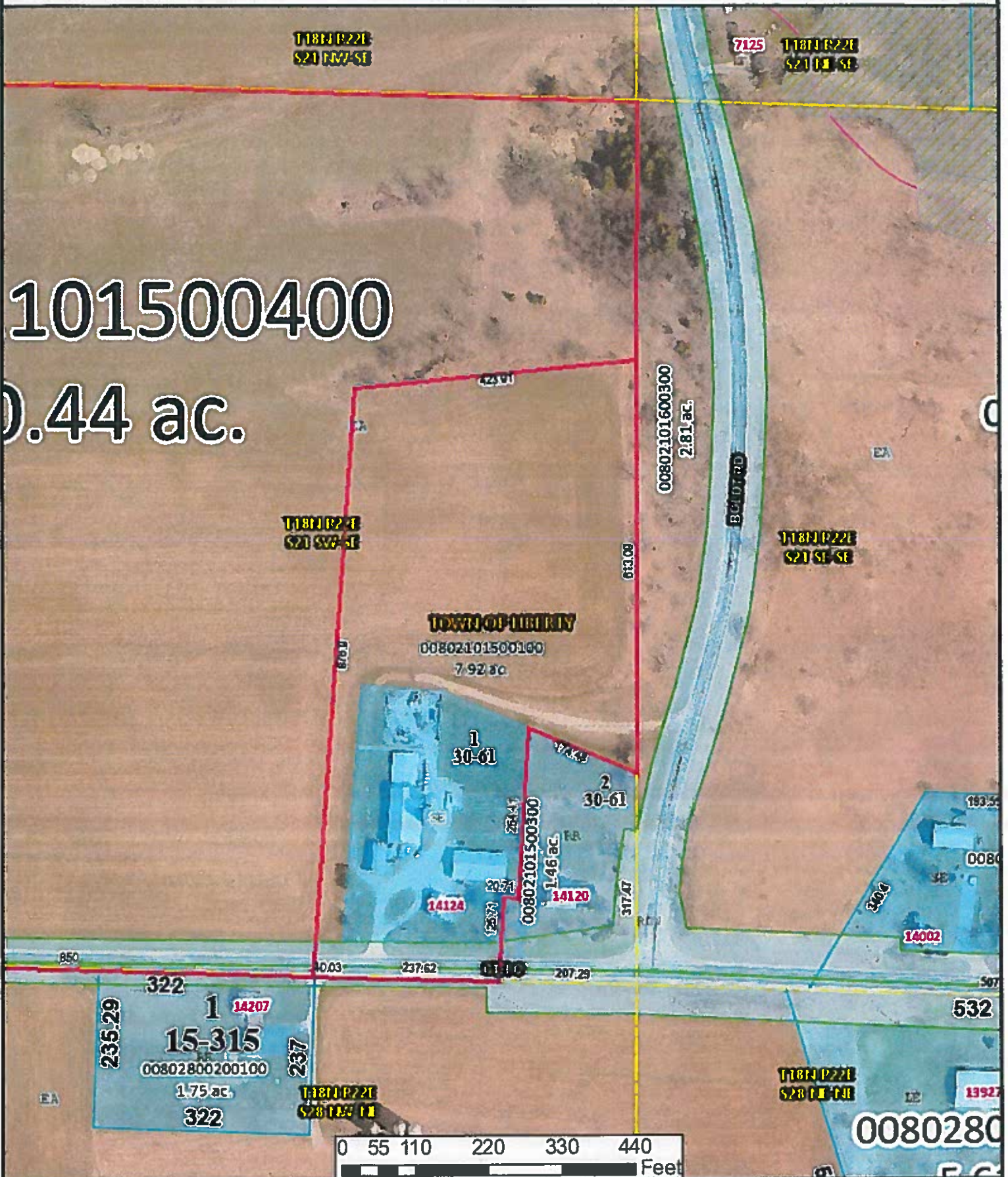
Legend

- Proposed Zone Change
- Zoning Line
- Section Line
- Parcel Line
- Water Way

Manitowoc County Parcel Viewer

101500400

0.44 ac.



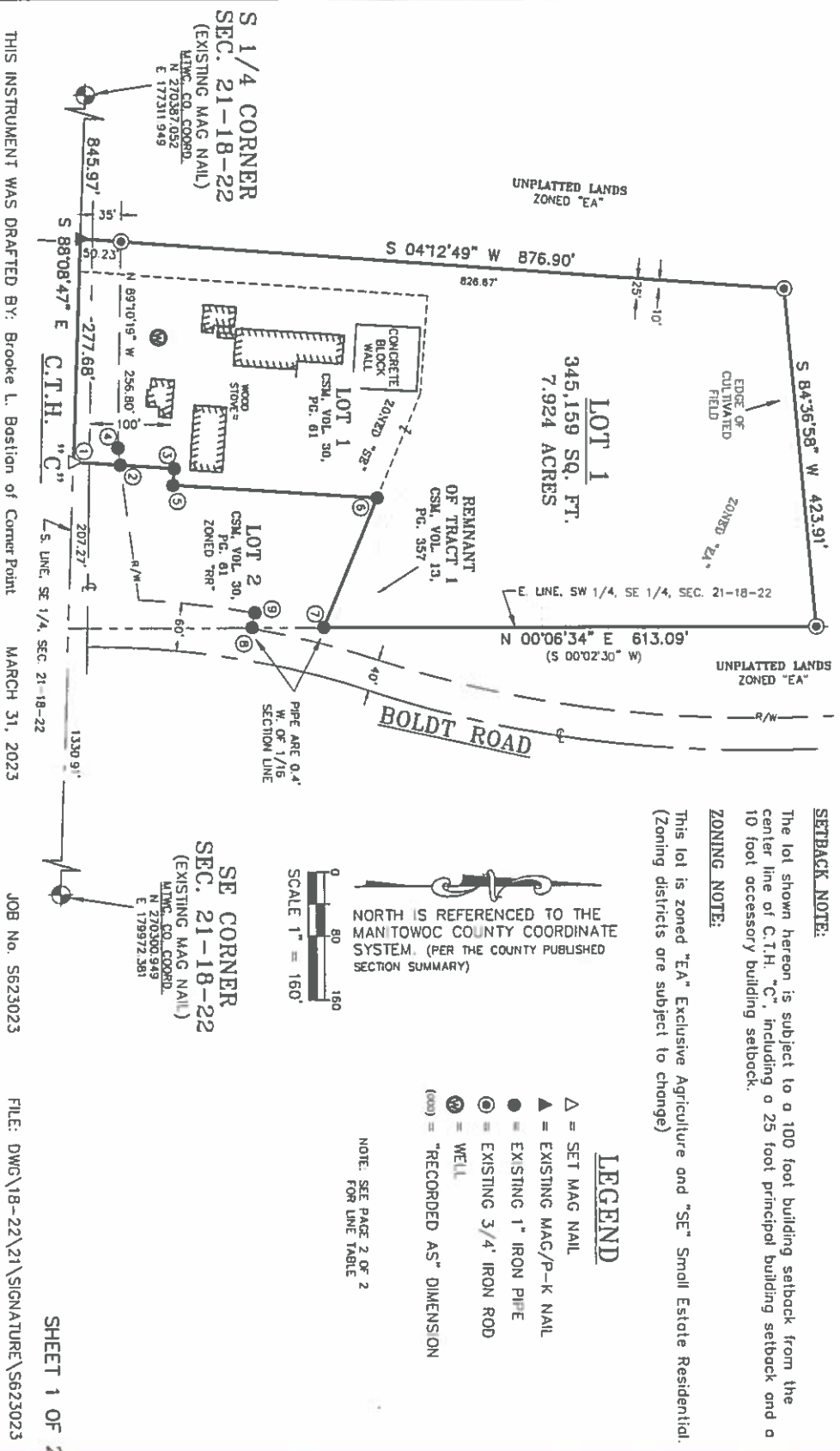
Author: Public
Date Printed: 3/22/2023



The burden for determining fitness for use rests entirely upon the user of this website. Manitowoc County and its co-producers will not be liable in any way for accuracy of the data and they assume no responsibility for direct, indirect, consequential, or other damages.

CERTIFIED SURVEY MAP

PART OF THE SW 1/4 OF THE SE 1/4, INCLUDING PART OF TRACTS 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 13, PAGE 357, ALL OF LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 30, PAGE 61, LOCATED IN SECTION 21, TOWN 18 NORTH, RANGE 22 EAST, TOWN OF LIBERTY, MANITOWOC COUNTY, WISCONSIN





CERTIFIED SURVEY MAP
PART OF THE SW 1/4 OF THE SE 1/4, INCLUDING PART OF TRACTS 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 13, PAGE 357, ALL OF LOT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 30, PAGE 61, LOCATED IN SECTION 21, TOWN 18 NORTH, RANGE 22 EAST, TOWN OF LIBERTY, MANITOWOC COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

I, Jeffrey A. DeZeeuw, Professional Land Surveyor with Corner Point, do hereby certify that I have surveyed and mopped the following described parcel:

Part of the SW 1/4 of the SE 1/4 including part of Tracts 1 of a Certified Survey Map recorded in Volume 13, Page 357, all of Lot 1 of a Certified Survey Map recorded in Volume 30, Page 61, located in Section 21, Town 18 North, Range 22 East, Town of Liberty, Manitowoc County, Wisconsin, described as follows:

Commencing at the S 1/4 Corner of Section 21; Thence S 88°08'47" E, 845.97 feet coincident with the south line of the SE 1/4 of Section 21 being the point of beginning; Thence continuing S 88°08'47" E, 277.68 feet to the southwest corner of Lot 2 of a Certified Survey Map recorded in Volume 30, Page 61; Thence N 03°56'52" E, 125.75 feet (recorded as S 03°52'35" W, 125.71'); Thence S 85°53'47" E, 20.81 feet (recorded as N 86°07'25" W, 20.71'); Thence N 03°49'10" E, 254.26 feet (recorded as S 03°52'35" W, 254.41') coincident with the west line of said Lot 2 to its northwest corner; Thence S 67°19'06" E, 174.95 feet (recorded as S 67°23'13" E, 174.48') coincident with the north line of said Lot 2 to its northeast corner; Thence N 00°06'34" E (recorded as S 00°02'30" W), 613.09 feet coincident with the east line of said SW 1/4 of the SE 1/4; Thence S 84°36'58" W, 423.91 feet; Thence S 04°12'49" W, 876.90 feet to the point of beginning.

Said parcel contains 345,159 Square Feet (7.924 Acres) of land.

That I have made such survey, land division and map at the direction of
Shone Mulhaney.

I further certify that the map hereon is a correct representation of the exterior boundaries of the lands surveyed and the division thereof. Also that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Section 12.07 of the Manitowoc County Subdivision Regulations.

Dated _____

Jeffrey A. DeZeeuw
Professional Land Surveyor, S-2294

OWNER'S CERTIFICATE

As owners we hereby certify that we caused the land described on this map to be surveyed, mopped, divided and dedicated as represented on this map

Dated _____

Signature Enterprises, LLC

MANITOWOC COUNTY APPROVAL STAMP

LINE	BEARING	DISTANCE	RECORDED AS
1-2	N 03°56'52" E	58.36'	S 03°52'35" W 58.34'
2-3	N 03°56'52" E	67.39'	S 03°52'35" W 67.37'
1-3	N 03°56'52" E	125.75'	S 03°52'35" W 125.71'
2-4	S 82°17'50" W	21.28'	21.17'
3-5	S 85°53'47" E	20.81'	N 86°07'25" W 20.71'
5-6	N 03°49'10" E	254.26'	N 03°52'35" E 254.41'
6-7	S 67°19'06" E	174.95'	S 67°23'13" E 174.48'
7-8	S 00°06'34" W	88.37'	S 00°02'30" W 88.66'
8-9	N 79°49'22" W	19.27'	N 79°46'26" W 18.95'

THIS INSTRUMENT WAS DRAFTED BY: Brooke L. Boston of Corner Point

MARCH 31, 2023

JOB No. 5623023

FILE: DWG\18-22\21\SIGNATURE\5623023

ORDINANCE AMENDING MANITOWOC COUNTY CODE § 8.18
(General Zoning and Land Use Regulation)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Chapter 8 of the Manitowoc County Code regulates the use and development
2 of land and buildings within Manitowoc County; and

3
4 WHEREAS, single family residences and private garages currently require a conditional use
5 permit in the Natural Area (NA) zoning district; and

6
7 WHEREAS, the Planning and Zoning Department has determined the requirement of a
8 conditional use permit for single family residences and private garages in Natural Area zoned areas
9 causes an undue burden on property owners with increased costs and time and does not result in
10 increased protection of natural resources; and

11
12 WHEREAS, the Planning and Park Commission, after providing the required notice,
13 conducted a public hearing on April 24, 2023 to consider the proposed amendment to the
14 Manitowoc County General Zoning and Land Use Regulation Ordinance; and

15
16 WHEREAS, the Planning and Park Commission, after careful consideration of the testimony
17 at the hearing and an examination of the facts, recommends that the following amendment of the
18 Manitowoc County General Zoning and Land Use Regulation Ordinance be approved;

19
20 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
21 ordain as follows:

22
23 Manitowoc County Code § 8.18(2) (Natural Area (NA)) is amended to read as follows:

24
25 (2) Principal Uses. The following uses are allowed in the NA district:

26 ...
27 (gm) Private Garages.

28 ...
29 (hm) Single Family Residences.

30
31 Manitowoc County Code § 8.18(4) (Natural Area (NA)) is amended to read as follows:

32
33 (4) Conditional Uses. The following uses may be allowed in the NA district upon the
34 issuance of a conditional use permit:

35 ...
36 ~~(e) Private garages.~~

37 ...
38 ~~(h) Single family residences.~~

40 and

41

42 BE IT FURTHER ORDAINED that if applicable, the table of contents shall be updated to
43 reflect this amendment; and

44

45 BE IT FURTHER ORDAINED that this ordinance shall be effective upon publication.

Dated this 16th day of May 2023.

Respectfully submitted by the
Planning and Park Commission

James Falkowski, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. 

COUNTERSIGNED: _____
Tyler Martell, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date

REPORT TO: THE MANITOWOC COUNTY BOARD OF SUPERVISORS MAY 16, 2023.
FROM: THE MANITOWOC COUNTY PLANNING AND PARK COMMISSION
RE: ORDINANCE AMENDMENT FOR CHAPTER 8, GENERAL ZONING AND LAND USE REGULATION.

This report, recommendation, Ordinance, proof of publication are hereby presented in accordance with Section 59.69(5)(e)4 Wisconsin Statutes.

The Manitowoc County Planning and Park Commission, on April 10, 2023, petitioned the Manitowoc County Board of Supervisors for an ordinance amendment for Chapter 8 of the Manitowoc County Code, Chapter 8, titled "General Zoning and Land Use Regulation" to allow for an amendment to sec. 8.18 (4).

1. Action taken to date on this request includes:
 - a. The Manitowoc County Planning and Park Commission petitioned for an Ordinance amendment of the Manitowoc County Code, Chapter 8 on April 10, 2023.
 - b. The petition was referred from the County Clerk to the County Planning and Park Commission for a hearing and recommendation.
 - c. The public hearing notices were published in the Herald-Times-Reporter on April 14, 2023 and on April 17, 2023.
 - d. The County Planning and Park Commission held a public hearing on this amendment request on April 24, 2023.
 - e. The Commission at their April 24, 2023 meeting recommended approval of the requested Ordinance Amendment of the Manitowoc County Code, Chapter 8.
2. Testimony from the April 24, 2023 hearing is available at the Planning and Zoning office in the form of a digital recording.
3. Testimony from the April 24, 2023 hearing is summarized as follows:
 - a. Mr. Tim Ryan, Director, reviewed the Commission Agenda Commentary.
 - b. Mr. Stephen Diedrich, spoke in favor of the text amendment.

The County Planning and Park Commission made the following findings from testimony at the hearing, staff analysis, and discussions at the public hearing and meeting.

1. Single family homes and private garages were a permitted use in the NA, Natural Area Zoned District prior to the last revision of the Manitowoc County General Zoning Ordinance (Chapter Eight) in 2011.
2. The Manitowoc County Board of Adjustment has approved all requests to construct single family homes and private garages by home owners since the change to the ordinance was made in 2011.
3. Current requirement is considered overly burdensome on property owners and should be revised to eliminate the Conditional Use Requirement to construct single family homes and private garages in the NA, Natural Zoned areas of Manitowoc County.
4. The following changes should be made to the Manitowoc County General Zoning Ordinance Chapter Eight; omit section 8.18 (4) (e) Private Garages and section 8.18 (4)

(h) Single Family Residences from section 8.18 (4) Conditional Uses and move to section 8.18 (2) Permitted Uses as sections 8.18 (2) (gm) Garages and 8.18 (2) (hm) Single Family Residences.

RECOMMENDATION

The Manitowoc County Planning and Park Commission, at its April 24, 2023 meeting, therefore by unanimous vote and after careful consideration of testimony and an examination of the facts, recommends that an Ordinance Amendment of the Manitowoc County Code Chapter 8, General Zoning and Land Use Regulation Ordinance, related to sec 8.18 (4) be approved.



Planning & Zoning Department

Manitowoc County Office Complex
4319 Expo Drive, P.O. Box 935 • Manitowoc WI 54220
Phone: 920.683.4185

APPLICATION FOR AN ORDINANCE TEXT AMENDMENT

Date: April 10, 2023

To: The Chairperson and Members of the County Board of Supervisors, Manitowoc County, Wisconsin

From: The Manitowoc County Planning and Park Commission
4319 Expo Drive
Manitowoc, WI 54220

Subject: Application for Text Amendment
Manitowoc County Code Chapter 8

The Manitowoc County Planning and Park Commission hereby petitions the Manitowoc County Board of Supervisors for an ordinance text amendment of the Manitowoc County Code Chapter 8, Section 8.18 (4):

To omit section 8.18 (4) (e) Private Garages and section 8.18 (4) (h) Single Family Residences from section 8.18 (4) Conditional Uses and move to section 8.18 (2) Permitted Uses as sections 8.18 (2) (gt) Garages and 8.18 (2) (ht) Single Family Residences.

This amendment updates the General Zoning and Land Use Regulation Ordinance to allow garages and single family residences as a permitted use in the Natural Area (NA) zoning district. The proposed ordinance text amendment may be obtained from the Planning and Park Commission.

Manitowoc County Planning and Zoning Commission

By: 
James Falkowski, Chair



COUNTY OF MANITOWOC

COUNTY CLERK

1010 South 8th St., Ste. 115
Manitowoc, WI 54220

Jessica Backus
Manitowoc County Clerk

Telephone: (920) 683-4004
Email: jessicabackus@manitowoccountywi.gov

April 12, 2023

Tim Ryan, Director
Planning & Park Commission
4319 Expo Dr., P.O. Box 935
Manitowoc, WI 54221-0935

and

Manitowoc County Board of Supervisors

ATTN: Tim Ryan and Manitowoc County Board of Supervisors

Enclosed is a copy of a petition for an ordinance text amendment to:

-Manitowoc County Code, Chapter 8, General Zoning and Land Use Regulation to allow garages and single family residences as a permitted use in the Natural Area (NA) zoning district.

Name Petitioner
Manitowoc County Planning and Park Commission

This notice is made in compliance with Section 59.69(5)(e)(1) of the Wisconsin Statutes.
A report of the above petition will be made to the County Board at its next succeeding meeting.

Sincerely,

Jessica Backus

Jessica Backus
Manitowoc County Clerk



Manitowoc County

Planning & Zoning Department

Manitowoc County Office Complex • 4319 Expo Drive, P.O. Box 935
Manitowoc WI 54221-0935 • Phone: 920.683.4185

Chapter 8 Amendment

Section 8.18 Natural Area Zoning District

Yellow highlighted sections to be omitted.

Red font section to be added to the ordinance.

Omit from Section 8.18 (4) “Conditional Uses”:

8.18 (4) (e) Private Garages

8.18 (4) (h) Single Family Residences

Add to Section 8.18 (2) “Permitted Uses”:

8.18 (2) (gt) Private Garages

8.18 (2) (ht) Single Family Residences

Reasons for amending:

1. There have never been any negative issues with allowing a house or garage in an NA district. They are always approved because they always meet conditional use permit standards.
2. The conditional use permit process is an increased burden to owners because of the longer process and additional fee. By making houses and garages a permitted use, it is saving the citizen two monthly meetings and additional fee for something they will be granted anyway.
3. A conditional use permit isn't needed to protect natural areas such as wetlands, floodplain and shorelands because there are other ordinances and regulations that provide that protection.
4. It allows older existing houses in NA areas to become a conforming use rather than nonconforming use.

**RESOLUTION AUTHORIZING GENERAL FUND BALANCE
TRANSFER AND APPROVING WILKE LAKE PIER EXTENSION**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Parks Department maintains boat launch facilities at
2 16 lakes in Manitowoc County including Wilke lake; and

3
4 WHEREAS, Wilke Lake is one of five lakes where motor boats are allowed; and

5
6 WHEREAS, the boaters using the Wilke Lake boat launch facility are experiencing
7 difficulty in loading and unloading due to the length of the current launch pier; and

8
9 WHEREAS, the Manitowoc County Lakes Association and the Wilke Lake Advancement
10 Association have sent correspondence verifying the boaters concerns and have requested an
11 extension to the current launch pier; and

12
13 WHEREAS, the Manitowoc County Parks Department has received an estimate to extend
14 the existing launch pier from Pier & Waterfront Solutions, LLC in the amount of \$10,952.00; and

15
16 WHEREAS, the proposed pier extension project was unanticipated and thus not included
17 in the 2023 budget; and

18
19 WHEREAS, there are sufficient reserves in the general fund to fund the purchase and
20 installation of the proposed pier extension; and

21
22 WHEREAS, after careful consideration and review, the Finance Committee recommends
23 that \$11,000.00 be transferred from the general fund to be used to purchase and install an extension
24 to the public access launch pier on Wilke Lake;

25
26 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
27 county of Manitowoc authorizes the transfer of \$11,000.00 from the general fund to be used to
28 purchase and install an extension to the public access launch pier on Wilke Lake; and

29
30 BE IT FURTHER RESOLVED that the Director of the Planning and Zoning Department
31 is authorized to take necessary measures for the construction and installation of an extension to
32 the Wilke Lake launch pier; and

33
34 BE IT FURTHER RESOLVED that that revenues and expenditures in the 2023 Planning
35 and Zoning budget are amended by the amount provided in this resolution and that the Finance
36 Director is directed to record such information in the official books of the County as may be
37 required.

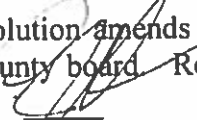
Dated this 16th day of May 2023.

Respectfully submitted by the
Finance Committee

Paul Hansen, Chair

FISCAL IMPACT: Transfers \$11,000.00 from the general fund to Planning and Zoning, thereby reducing the general fund by \$11,000 and increasing the Planning and Zoning budget by a like amount.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: This resolution amends the budget and requires a two-thirds vote of the entire county board. Reviewed and approved as to form by Corporation Counsel.  _____

APPROVED: _____
Bob Ziegelbauer, County Executive Date

**RESOLUTION AUTHORIZING BEAD LOCAL PLANNING GRANT
PARTICIPATION**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Wisconsin Public Service Commission Broadband Office has awarded
2 New North, Inc. a Broadband, Equity, Access and Deployment (BEAD) Local Planning Grant;
3 and
4

5 WHEREAS, New North, Inc. has formed the New North Broadband Alliance to work in
6 partnership with counties within New North Inc.'s region, including Manitowoc County, to
7 coordinate and align planning activities across the region; and
8

9 WHEREAS, per the terms of the attached Memorandum of Understanding (MOU) between
10 Manitowoc County and New North Inc., Manitowoc County could receive up to \$10,000 to help
11 compensate for county staff time needed to conduct county responsibilities as outlined in the
12 MOU; and
13

14 WHEREAS, after careful consideration and review, the Finance Committee recommends
15 Manitowoc County continues participating in the New North Broadband Alliance;
16

17 NOW THEREFORE BE IT RESOLVED that the county board of supervisors of the county
18 of Manitowoc authorizes the Manitowoc County Executive to take such action as necessary to
19 fully participate in the New North Broadband Alliance, including applying for grants and entering
20 into agreements; and
21

22 BE IT FURTHER RESOLVED that that revenues and expenditures in the County
23 Executive's budget are amended by the amount provided in this resolution and that the Finance
24 Director is directed to record such information in the official books of the County as may be
25 required.

Dated this 16th day of May 2023.

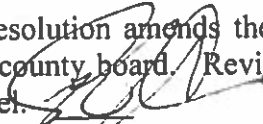
Respectfully submitted by the
Finance Committee

Paul Hansen, Chair

FISCAL IMPACT: No tax levy impact. Appropriate revenue and expense accounts in the
County Executive budget are increased by the amount of any grant amounts
received.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE:

This resolution amends the budget and requires a two-thirds vote of the entire county board. Reviewed and approved as to form by Corporation Counsel. 

APPROVED:

Bob Ziegelbauer, County Executive

Date

Memorandum of Understanding
Public Service Commission of Wisconsin (PSC)
Broadband, Equity, Access and Deployment (BEAD) Local Planning Grant
Among Manitowoc County and New North, Inc.
New North Broadband Alliance

This Memorandum of Understanding (MOU) is made and entered into by and between Manitowoc County and New North, Inc. (New North) in order to provide support for the PSC BEAD Local Planning Grant (project).

1. PURPOSE

- a. Manitowoc County and New North agree to work together in a collaborative spirit and negotiate in good faith on tasks and deliverables required for the execution of the project for the purposes of providing reports for inclusion in Wisconsin Public Service Commission Broadband Office Broadband Equity, Access, and Deployment (BEAD) Five-Year Action Plan as part of the Federal Bi-Partisan Infrastructure BEAD Program.
- b. To be successful both New North and Manitowoc County agree to invest time and resources to prepare and plan to improve broadband access locally and throughout the region.

2. TIMEFRAME

- a. This MOU shall be effective for the time-period **beginning on the signing of this document and ending on July 1, 2024, which may be continued with the consent of both entities.**
- b. This MOU may be extended, with the consent in writing of both parties, to cover other grants or joint activities such as USDA Broadband grants.

3. COUNTY ROLES AND RESPONSIBILITIES

To ensure joint success, Manitowoc County shall make its staff, community representatives, volunteers and other resources available to provide the services as outlined:

- a. Identify a "Broadband Champion" to act as the main point of contact. This person will:
 - i. Act as the conduit between New North and Manitowoc County
 - ii. Attend/Participate in regional and state (if needed) Broadband Champion collaborative meetings (frequency TBD)
 - iii. On behalf of Manitowoc County interact with: WI-PSC, WEDC, UW-Extension, utilities and other entities as required
- b. Reach out to stakeholders in the community, which will likely include the creation or continuation of a County Broadband Committee or Task Force;
 - i. Hosting of events to discuss broadband and barriers to adoption;
 - ii. Identifying existing broadband activity in support of the vision and goals
- c. Assist and/or collaborate to provide content, reports, information as needed to complete project and activities as outlined by county through agreed performance period
 - i. Continue GIS mapping provided by GEO Partners and paid for by WEDC along with other speed testing that each county currently provides

- ii. Provide overlay mapping of the various mapping tool results
 - iii. Submission of an invoice for the full amount of the award to New North as request for reimbursement
- d. Participate in regional-level community visioning and goal setting
- e. Begin planning and preparation work for possible local and/or regional BEAD grant applications
- f. Facilitate broadband related speed tests and/or surveys at the discretion of each county

4. NEW NORTH ROLES AND RESPONSIBILITIES

New North shall make its staff resources available to provide the services as outlined:

- a. Perform as Fiscal Agent to PSC – financial management and auditing
- b. Function as the Regional point of contact and act as the conduit for information sharing to and from the region
- c. Lead regional “Broadband Champion” collaborative meetings (frequency TBD)
- d. Coordinate, communicate, share and/or facilitate broadband planning grant related activities statewide
- e. Assist with meeting planning and convening of partners, as needed
- f. Assist with access to mapping tools through GEO Partners or other entities
- g. Assist with use of existing broadband information such as the New North regional Broadband study, Microsoft’s Equity information and other existing data sources, demographic data.
- h. Assist with data collection, primarily acting as a broadband library and information access coordination
- i. Provide the WI-PSC report outline or work with partners to create an outline for the initial regional 5yr plan broadband plan
- j. Include Broadband Workforce Planning reports and Digital Equity Reports as part of overall regional submission
- k. Coordinate the dissemination of WEDC’s Broadband Toolkit and UW Extension’s educational material/technical assistance
- l. Submit the required deliverables to PSC by June 19, 2023

5. REPORTING REQUIREMENTS

New North shall

- a. Administer funds and submission of related request for payment requirements
- b. Consolidate, prepare and submit required regional documentation and reports as per PSC grant agreement:
 - i. Required deliverables by June 19, 2023
 - ii. Interim Project Status Report
 - iii. Final Project Status Report

Manitowoc County shall

- a. Provide all initial information generated by Manitowoc County for the PSC BEAD Local Planning Grant shall be provided to the New North by Monday, May 29, 2023.
- b. See Also #6 Compensation and Billing

6. Compensation and Billing – Total Allocation \$302,567.25

- a. \$30,000 - New North, Inc. - Project management responsibilities to include contract administration, financing, audit, reporting, state agencies' point of contact
- b. \$225,000 - *\$15,000 to each participating county (15) to help compensate for county responsibilities as noted in Section 3

Amount of individual county award would depend if county decides to use their staff for layered mapping/data aggregation or would want to participate in a shared GIS mapping position for the purposes of this grant along with a shared data-use agreement with the PSC for additional mapping and survey tools through WISR, which New North would facilitate. (\$5,000 of the \$15,000 allocation per county towards these activities)

- i. County would provide New North with an invoice for the amount of \$15,000 or other agreed upon amount. Payment of invoice will be made upon receipt of findings for report completion (May 29, 2023 or sooner).
- c. \$47,567.25 - New North's Broadband Alliance Activities - available for additional mapping, data collection, and reporting activities as agreed upon by participating counties
- d. At Counties discretion, New North can act as a coordinator to pool funds for additional Broadband related activity such as multi-county mapping, survey and/or outreach efforts.

7. Amendments, Renewal & Termination

- a. This MOU and its provisions may be modified or amended only by written mutual agreement of the parties at any time during the effective time period.
- b. The termination of this agreement can be initiated by any of the parties with the provision of a 30-day written notice stating the reasons for termination. Parties shall negotiate in good faith prior to termination.
- c. Termination, or non-participation does not eliminate the Monday, May 29, 2023 reporting requirement. Manitowoc County shall be compensated by New North for work complete up to, and through the termination date.

8. Acceptance of Terms

This MOU and its conditions, terms and expectations are hereby agreed upon and will be upheld to the highest of standards.

Name, Title, County, Date

Barb LaMue, President & CEO, New North, Inc., Date

**RESOLUTION AUTHORIZING REALLOCATION OF HUMAN
SERVICES DEPARTMENT 1.0 FULL-TIME EQUIVALENT POSITION
(CCS Services Facilitator to CCS Administrative Support Specialist)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, a decision has been made to move the CCS Unit of the Human Services
2 Department to the newly acquired building located 808 Hamilton Street; and
3

4 WHEREAS, with the move to the new building, there is a need for an on-site receptionist
5 and clerical support; and
6

7 WHEREAS, there are currently two (2) vacant CCS Facilitator positions within the CCS
8 Unit; and
9

10 WHEREAS, reallocating a CCS Facilitator position to a CCS Administrative Support
11 Specialist position will allow the department to have the clerical support needed at the new
12 building; and
13

14 WHEREAS, reallocating a CCS Facilitator position to a CCS Administrative Support
15 Specialist position will result in a pay grade change from a salaried C43 to an hourly C42; and
16

17 WHEREAS, reallocating a CCS Facilitator position to a CCS Administrative Support
18 Specialist position will not change the funding source of the position or the Human Services
19 Department's total FTE count; and
20

21 WHEREAS, after careful consideration and review, the Personnel Committee and the
22 Human Services Board recommends the current 1.0 FTE CCS Facilitator position be converted to
23 a 1.0 FTE CCS Administrative Support Specialist position;
24

25 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
26 county of Manitowoc authorized the reallocation of one of the 1.0 FTE CCS Facilitator positions
27 to a 1.0 FTE CCS Administrative Support Specialist position; and
28

29 BE IT FURTHER RESOLVED that the 2023 Full-Time Equivalent Report (FTE) by
30 Department included in the 2023 Adopted Annual Budget Book is amended accordingly and that
31 the Finance Director is directed to record such information in the official books of the County for
32 the year ending December 31, 2023 as may be required.

Dated this 16th day of May 2023.

Respectfully submitted by the
Personnel Committee

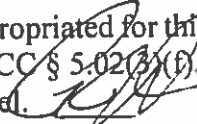
Susie Maresh, Chair

Human Services Board

Jim Brey, Chair

FISCAL IMPACT: None. The pay grade for the positions involved will change from a salaried C43 to an hourly B21, *i.e.* a decrease in wages; however, the position is currently grant funded, so there will be no impact to the tax levy.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Sufficient funds have been appropriated for this position and only a majority vote is required pursuant to MCC § 5.02(3)(f). Reviewed and approved as to form by Corporation Counsel. 

APPROVED:

Bob Ziegelbauer, County Executive

Date