

# Agenda Item Report



**Winnebago County**  
*The Wave of the Future*

DATE: *October 29, 2021*  
TO: *Planning & Zoning COMMITTEE/COUNTY BOARD*  
FROM: *Jerry Bougie, Planning Director*  
RE: *Swanson Conditional Use Permit extension request.*

**Background:**

Section 23.7-122 (a) of the Winnebago County Town/County Zoning Code provides for a one -time extension not to exceed 6 months upon written request with cause.

**Policy Discussion:**

Brad Treml on behalf of Steven & Eileen Swanson, has requested a 6-month extension of conditional use permit #2020-CU-5430 that will expire **11/02/2020** (see attached). The project was not able to get started due to COVID impact on construction.

**Requested Action:**

*Motion to approve the 6-month extension request.*

**Committee Action:**

*(Added before full county board) Information on discussion at committee including who made the motion, the verbiage of the motion and any pertinent discussion items*

**Attachments:**

*See attached.*

CARY A. ROWE  
Zoning Administrator

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OSHKOSH, WISCONSIN 54903-2808



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## Winnebago County

Zoning Department

*The Wave of the Future*

MEMO FOR P & Z DELIBERATIVE AGENDA OF OCTOBER 29, 2021

TO: Planning & Zoning Committee

FM: Zoning Administrator *CAK*

RE: Steven & Eileen Swanson Conditional Use Extension Request – Town of Neenah

Brad Trembl on behalf of Steven & Eileen Swanson, has requested a 6-month extension of conditional use permit **#2020-CU-5430** that will expire **11/02/2020** (see attached). The project was not able to get started due to COVID impact on construction. Section 23.7-122 (a) of the Winnebago County Town/County Zoning Code provides for a one-time extension not to exceed 6 months upon written request with cause.

RECOMMENDATION: Approval

## Rowe, Cary

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**From:** Brad L. Treml <btreml@releeinc.com>  
**Sent:** Wednesday, September 29, 2021 11:46 AM  
**To:** Rowe, Cary  
**Subject:** Neenah WPS CUP  
**Attachments:** WEC Cond Use Application 090320.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Cary,

We spoke a while back on the WPS substation in the Town of Neenah and extending the CUP permit for that site (attached). When we spoke on the phone you told me just to contact you closer to permit end date to ask for a 6 month extension for the CUP. I am looking to get that permit extended at this point and allow WPS to have 6 more months for their CUP. Please let me know if you have any questions or if I need to do anything else for this process.

Thanks,  
Brad



**BRAD TREML** | ENGINEERING TECH.  
Robert E. Lee & Associates, Inc.

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CARY A ROWE  
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**CONDITIONAL USE PERMIT #2020-CU-5430**

Owner: SWANSON, EILEEN M ; SWANSON, STEVEN G  
7320 WOODENSHOE RD NEENAH, WI 54956

Agent: TREML, BRAD - ROBERT E LEE & ASSOCIATES  
120 CENTENNIAL CENTRE BLVD HOBART, WI 54155

Location: SOUTH OF 7320 WOODENSHOE RD NEENAH, WI 54956 Tax Parcel No: 010-0344-15

Legal: Being all of Lot 3 of CSM-7635 located in part of the SW 1/4 of the SW 1/4, Section 31, Township 20 North, Range 17 East, Town of Neenah, Winnebago County, Wisconsin.

On 10/30/2020, a Conditional Use Permit was **GRANTED WITH CONDITIONS** to locate a natural gas distribution facility (Major Utility) on a vacant parcel.

**Conditions:**

Town:

1. Agent provides a landscape plan and has it approved by the Town of Neenah.
2. The existing building is removed within 365 days after the new building is put into operations.
3. Drainage should be managed in accordance with DNR standards.

County:

1. All required commercial storm water and erosion control review and permits are required prior to construction.
2. All required Federal, State, County, and Local permits shall be issued prior to construction.
3. The Winnebago County Planning and Zoning Committee shall review this Conditional Use Permit in twelve months.

**SWANSON, EILEEN M ; SWANSON, STEVEN G must sign and return this letter to the Winnebago County Zoning Dept, 112 Otter Ave, Oshkosh WI 54901, within 45 days of 10/30/2020. Their signature states that they are in agreement with the conditions that have been placed on the Conditional Use Permit. Failure to sign and return the decision notice within 45 days of the committee's decision shall void the approval. The decision notice shall become effective upon the property's owner signature.**

  
SWANSON, EILEEN M ; SWANSON, STEVEN G

The findings used to grant the conditional use have been made in accordance with section 23.7-114, 27.6-7(c) (Shoreland), and are as follows:

Town:

- 1) Plan Commission held a public hearing on October 19, 2020 and heard concerns from two neighbors regarding the aesthetics on the planned structure.
- 2) This is consistent with the utility structure located on the neighboring property.

County:

- 1) The Town of Neenah has approved with conditions.
- 2) There were no objections.
- 3) Proposed use is compatible with adjacent uses.

**APPLICANTS RIGHTS:**

23.7-119(a)

- (8) The applicant may appeal the decision to a court of competent jurisdiction.
- (9) An aggrieved person, other than the applicant, may appeal the decision to a court of competent jurisdiction and that any work done by the applicant as authorized by the approval is done at the applicant's risk.

11/02/2020  
Date

*Carol Rouse*  
Zoning Officer

**NOTES:**

1. Conditional Use granted by the Planning & Zoning Committee **shall expire within twelve (12) months** unless substantial work has commenced.
2. Approval of your Conditional Use application does not exclude the need to obtain the required building and zoning permits. **Please make application for these permits through your town building inspector and zoning department.**
3. For additional information regarding the appeal process relating to procedural requirements, contact the Zoning Office.