



PLANNING & ZONING, GIS AND PROPERTY LISTER

A digital copy of this Annual Report is available at:

<https://storymaps.arcgis.com/stories/89e6dee1519d456197272a0040b7cee0>

PLANNING DEPARTMENT

Planning Department

Jerry Bougie – *Director of Planning & Zoning*

Peggy Heise – *Administrative Associate – Planning*

Planning Division

Brian O'Rourke – *Land Use Planner*

Zoning Division

Cary Rowe – *Zoning Administrator*

Daniel Lefebvre – *Code Enforcement Officer*

Matthew Goldthwaite – *Erosion Control Technician*

Lydia Rappl – *Zoning Associate*

GIS Division

Adam Dorn – *GIS System Analyst/Administrator*

Diane Culver – *GIS Specialist II*

David Levine – *GIS Specialist I*

Property Lister Division

Liz Nichols – *Real Property Listing Supervisor*

Lindy Ludwig – *Tax Listing Specialist*

Mandi Weidemann – *Tax Listing Associate*

Planning & Zoning Committee

Tom Egan

Maribeth Gabert

John Hinz *

Howard Miller *

Shanah Zastra *

Ben Joas **

Robert Keller **

Brian Defferding **

Board of Adjustment

Greg Kargus

Tom Tuschel

Sue Drexler

Tom Verstegen

Arden Schroeder

Larry Kriescher

Jerry Braasch

Industrial Development Board

Robert Keller

Mary Krueger

Morris Cox

Jon Doemel

Mary Ann Mueller

George Dearborn

Elizabeth Hartman

Andy Buck

Nate Gustafson *

Tom Egan *

Bryan Stafford *

Linda Kutchenriter **

Jim Wise **

Shiloh Ramos **

Joel Rasmussen **

Land Records Council

Eric Rasmussen

Mary Krueger

Robert Keller

Jim Smith

Mike Zuege

Paul Schmidt

Natalie Strohmeyer

Liz Nichols

Jerry Bougie

* new to Committee/Board as of April 2022;

** no longer on Committee/Board as of April 2022

DIRECTOR'S MESSAGE



Thank you for reading our very first Annual Report for the Winnebago County Planning and Zoning Department.

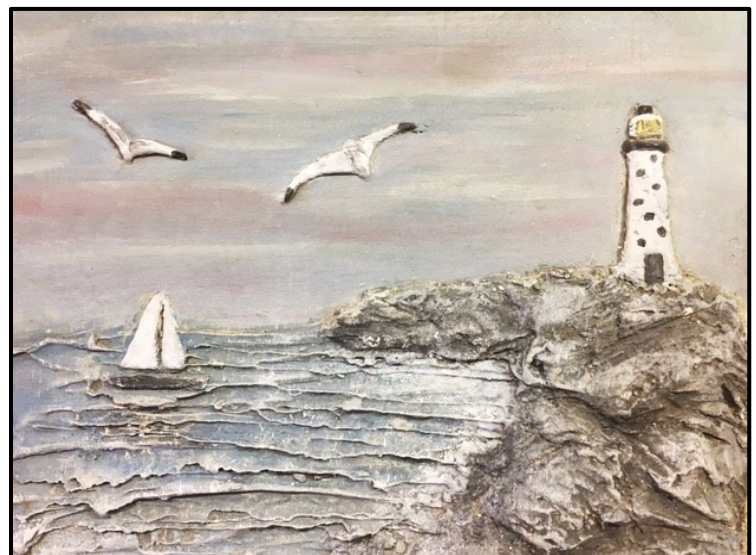
This report is designed to provide readers insight on the 2021 calendar year activities pertaining to the various functions for which our department is responsible.

Many of the functions that our department engages in relate to carrying out state mandated statutory requirements for shoreland/wetland/floodplain zoning, sanitary code requirements for private onsite waste systems (POWTS), stormwater and erosion control, non-metallic mining (quarry) operations, and Comprehensive and Farmland Preservation Planning.

The department is also responsible for carrying out county sponsored programs such as general county zoning, subdivision plat and certified survey map (CSM) reviews, Land Records, Geographic Information Systems (GIS), Property Listing services, and Economic Development functions.

To successfully carry out all of these services and functions, our department works closely with local communities and organizations within the county, as well as regional organizations and state government, the general public citizenry, and private development entities such as engineers, surveyors, realtors, developers, title companies, and attorneys.

We hope you find our Annual Report an interesting and informative read and it provides you a glimpse into the types of daily activities and services that we provide.



COMMITTEE MEETINGS

The Planning & Zoning Committee (P & Z) and the Board of Adjustment (BOA) meet a minimum of three (3) times each month as part of the scheduled public hearing process. They meet more frequently than any other committee/board in the county.

This involves a Viewing meeting, the Public Hearing and Deliberative meetings. Zoning Map Amendments also require a County Board recommendation and decision.

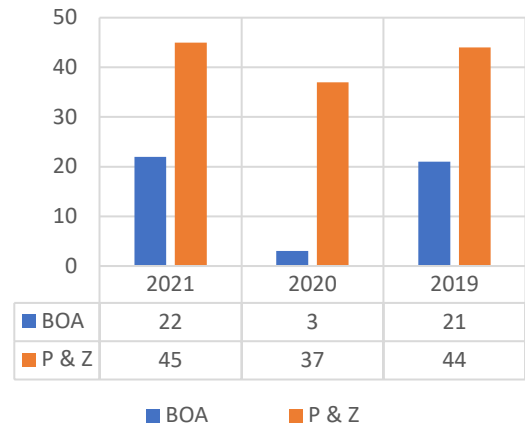
There may be as few as one (1) or as many as 11 public hearing items processed in a single month depending upon the applications submitted.

Additionally, meetings are held for the Industrial Development Board, the Land Records Council, Town Chairman's meetings, and informational meetings for the public on land use issues.



2021 Board of Adjustment

MEETINGS BY COMMITTEE/BOARD
PER YEAR



PUBLIC HEARINGS

Public Hearings are conducted on a monthly basis for property located under the County's jurisdiction. Public Hearings for property outside of the County's zoning jurisdiction are done by the town of jurisdiction. Zoning Map Amendments done by the towns are then submitted to the Zoning Department for additional processing.

The Planning and Zoning Committee makes determinations regarding public hearing applications for Zoning Map Amendment, Conditional Use Permits, Land Use Plan Amendments (LUPA), Residential Area Building Determinations (RABD), Planned Development Districts (PDD), Special Exception and Text Amendments.

The Board of Adjustment is a citizen involved board appointed by the County Executive and County Board. The Board of Adjustment makes determinations for public hearing applications for Variances and P & Z decision appeals.

Regulated by both the State of Wisconsin and Winnebago County, the public hearing proceedings span a period of three months, from submission to determination, for each application. This involves working closely with the County Clerk's office to make sure agendas and notices are timely mailed to committees/boards and also posted on the Winnebago County Meetings and Agenda Calendar. Due to the Pandemic, additional measures have been implemented to ensure the public has been able to attend the public hearings via virtual Zoom meetings.

Public Hearings by Year and Type	2019	2020	2021
Zoning Map Amendments	19	18	26
Conditional Use	7	8	8
Variance	9	3	14
LUPA, PDD, RABD, Special Exception, Text Amendments	8	3	4



2021 Planning and Zoning Committee

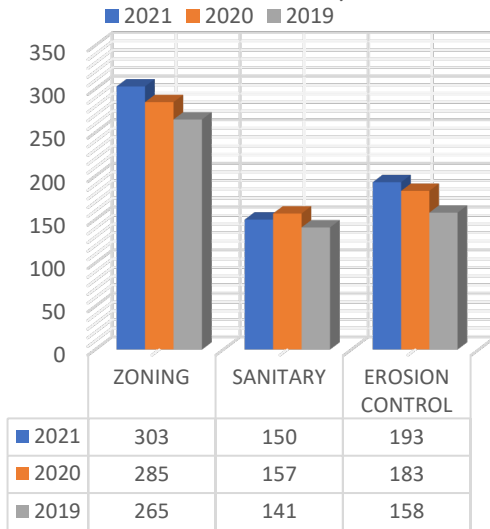
PERMITS

The Winnebago County Zoning Department issues county zoning permits in the towns of Algoma, Neenah, Nekimi and Omro and also maintains jurisdiction in all shoreland areas for the entire county. Shoreland areas include property within 1000 ft. from a lake, pond or flowage or 300 ft. from a navigable stream, river or mapped floodplain.

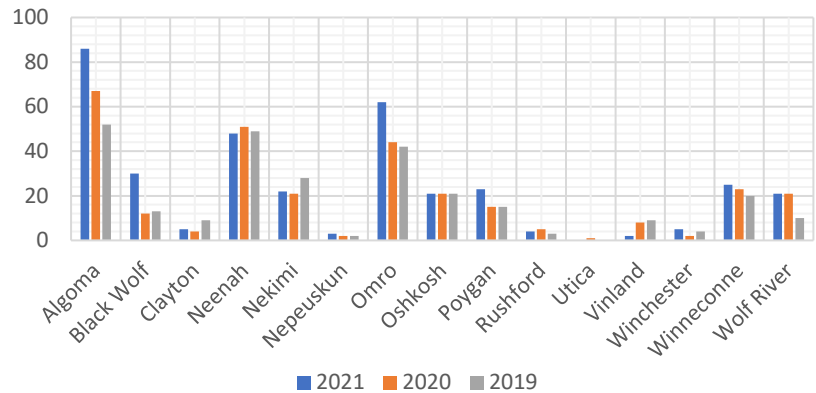
All sanitary permits for Private Onsite Wastewater Treatment Systems (POWTS) are issued by the Zoning Department and require a

Code Enforcement Officer to perform a field inspection prior to completion. Additionally, approximately 2500 Sanitary Maintenance Inspection reminder cards are mailed and processed each year.

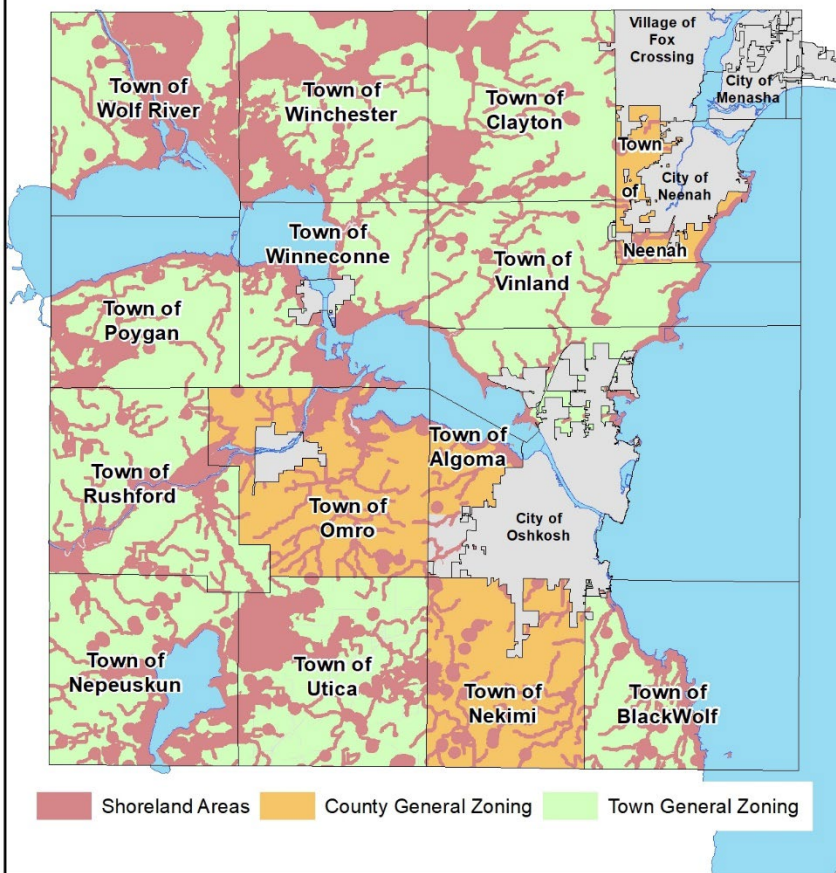
NEW PERMITS BY YEAR/TYPE



ZONING PERMITS ISSUED BY TOWN

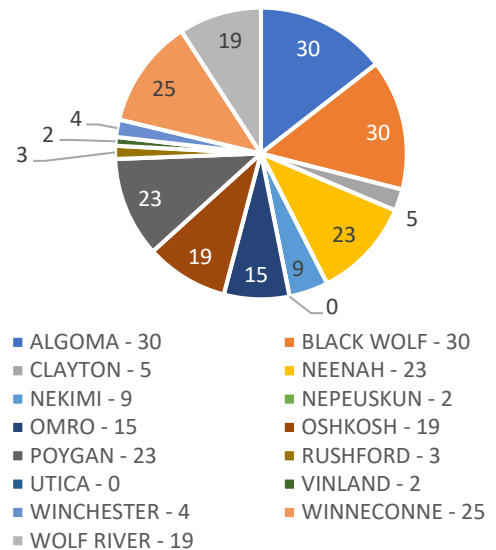


General and Shoreland Zoning Jurisdiction Map



The Zoning Department issues Erosion Control permits for all of the county towns, except the Town of Omro. An erosion control permit is required for construction of a structure more than 1000 sq. ft. and for land disturbances over 4000 sq. ft. which includes adding or removing fill. A stormwater permit is required for land development or re-development which increases the impervious surfaces greater than 15,000 sq. ft.

2021 SHORELAND ZONING PERMITS BY TOWN (207 TOTAL)



ON-LINE INFO

County Website : <https://www.co.winnebago.wi.us/>
 Planning & Zoning: <https://www.co.winnebago.wi.us/planning-and-zoning>
 GIS Parcel Viewer: <https://wcfgis3.co.winnebago.wi.us/parcelviewer/>
 Ordinances: Chapter 16: Private Sewage System
 Chapter 18: Subdivision and Platting
 Chapter 20: Non-Metallic Mining Reclamation
 Chapter 22: Winnebago Co. Comprehensive Plan
 Chapter 23: Town/County Zoning Codes
 Chapter 24: Wittman Regional Airport Zoning
 Chapter 26: Floodplain Zoning Code
 Chapter 27: Shoreland Zoning

OFFICE INFO

Office Hours: 8:00 a.m. to 4:30 p.m.
Zoning phone: 920-232-3344
Planning & GIS phone: 920-232-3340
E-mail: zoningdepartment@co.winnebago.wi.us
Mailing Address: PO Box 2808,
 Oshkosh WI 54903-2808
Location: County Administration Bldg.,
 112 Otter Ave,
 Oshkosh WI 54901

ON-SITE ACTIVITIES

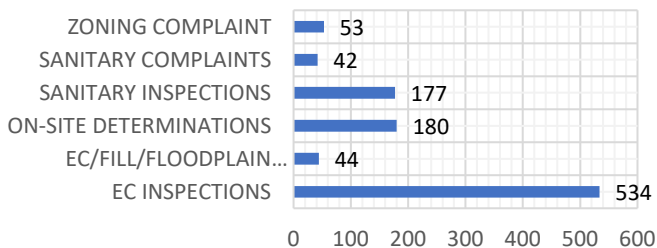
When a sanitary permit or an erosion control permit is issued, a staff member is required to conduct an on-site inspection for compliance. Occasionally this may require multiple on-site visits.

The Zoning Code Enforcement Officers and the Erosion Control Technician are out "in the field" when they are conducting those on-site sanitary or erosion control inspections. They also go out in the field to make determinations of the Ordinary High Water Mark (OHWM), impervious surface area and setback averaging or for consultations regarding POWTS/soils.

Our staff are also required to follow up with on-site visits for the numerous calls we receive regarding complaints and potential violations. A file is created for each complaint and a staff member performs an on-site investigation to determine if there is a violation. The complaint remains in an open status until it is resolved and in compliance with the ordinance(s).

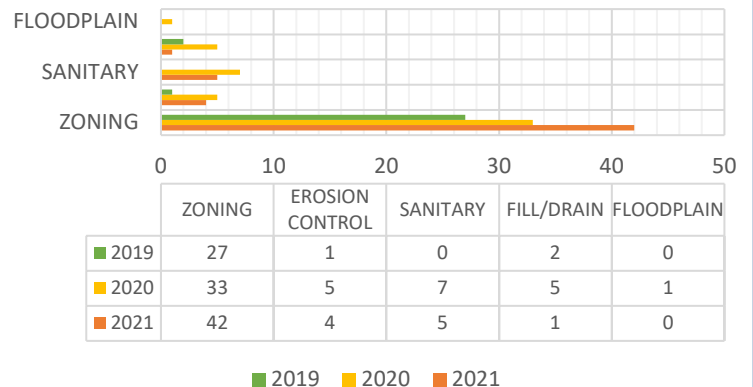


2021 ON-SITE ACTIVITIES



INSPECTIONS, DETERMINATIONS AND COMPLAINTS REQUIRING AN ON-SITE VISIT

COMPLAINTS FILED BY YEAR/TYPE



L-R: Marking OHWM; Complaint Site; Sanitary site; Erosion Control inspection

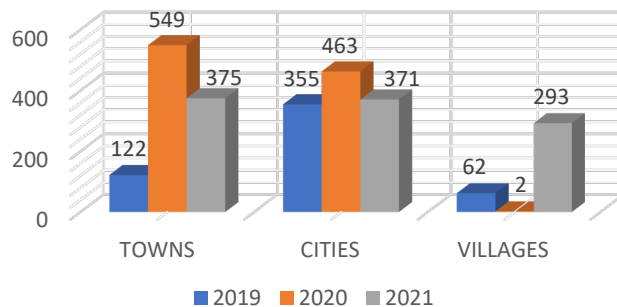
LAND RECORDS

CERTIFIED SURVEY MAPS - Area surveyors submit their Certified Survey Maps (CSM) for unincorporated areas to the Zoning Department for review. Each CSM submitted is reviewed by the County Property Lister, GIS Specialist II and Zoning Administrator pursuant to state law and county code ensuring the submitted information is complete and accurate prior to the Register of Deeds recording it as a legal document.

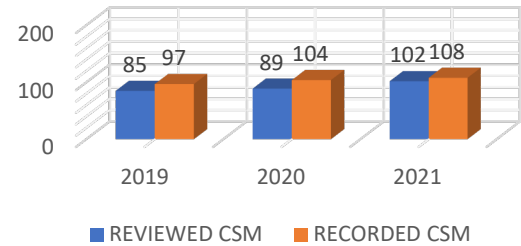
After a Certified Survey Map has been recorded with the Register of Deeds, it is returned to the Real Property Lister for additional processing and updating of information. The GIS Specialist II also receives the updated data to apply to the map(s) and information in the GIS system and 911 system thereby ensuring they are the most current.

ADDRESSES – The GIS Specialist I issues and maintains all town addresses. When an address is issued or updated, GIS notifies the town, the US Postal Service, 911 Center, the Property Lister's office, AT&T, WE Energies and WPS. GIS also receives address information from the area cities and villages that issue and update their own addresses in Winnebago County. Those addresses are recorded and updated in the GIS 911 program for emergency calls and the on-line area maps.

NEW ADDRESSES ISSUED BY YEAR AND MUNICIPALITY TYPE



Certified Survey Maps Reviewed and Recorded by Year



PLSS (Public Land Survey System) MAINTENANCE – In 2021 Winnebago County contracted with Herbert Associates to perform a corner maintenance program in the southeast part of the county. This included 249 monuments in the City of Oshkosh, Town of Algoma, Town of Black Wolf, Town of Nekimi and part of the Town of Oshkosh. These monuments and the PLSS are essential to accurately represent property transactions, boundaries for land ownership, easements, taxation, etc.



GIS (Geographic Information Systems) AND LAND RECORDS – Winnebago County began using GIS technology in the mid 1980's. Seeing a critical need for a modern land records system, the county created the Land Records Program in 1989. In 2010 the Winnebago County Land Records Council (LRC) was formed to reflect a new requirement in the Wisconsin State statute 59.72(3m). In 2021, the LRC approved the 3 year update to the Land Information Plan which is a requirement of state statute for the Land Records Program. The GIS Division supports GIS activities related to county operations as well as GIS web applications for the public. This technology allows spatially referenced information to be stored, analyzed and visualized. The division supports internal and external partners through data maintenance, mapping, application development and end user assistance.

GIS APPLICATIONS – The most publicly visible service provided by the GIS Division comes in the form of GIS viewers available on the County GIS website. This allows the public to view representations of features such as property boundaries floodplain, zoning and topography.

There are currently 23 GIS viewing applications available. There are also many GIS applications that allow staff to view and maintain GIS data related to their county employee position. There are currently 30 GIS applications which are used by the staff.

LOCAL REDISTRICTING – Redistricting is the process of redrawing electoral district boundaries to adjust for the shifts in population and to ensure proper representation for all potential voters in a given geographic area. The process happens once every 10 years after the county receives the Federal Decennial Census numbers from the state.

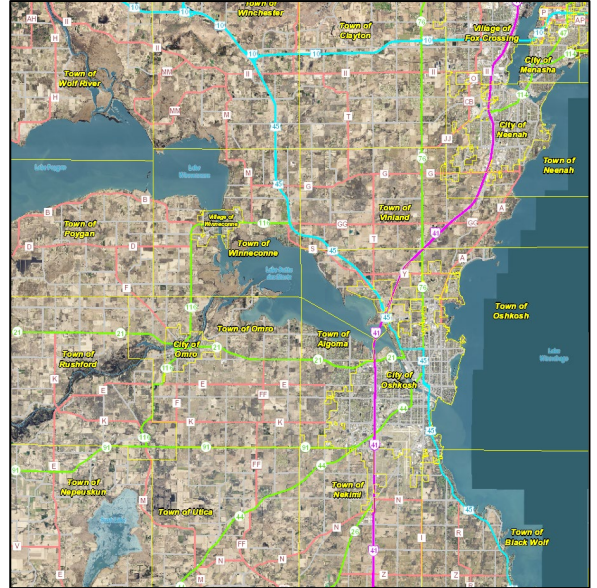
LAND RECORDS CONTINUED

In 2021, the County Planning and GIS Divisions developed a supervisory district plan in coordination with a number of other county entities including the County Clerk, Corporation Counsel, the Judiciary & Public Safety Committee and the County Board. Following this, the County GIS worked with municipalities to develop ward and aldermanic district plans. The county adopted the supervisory district plan in November 2021.

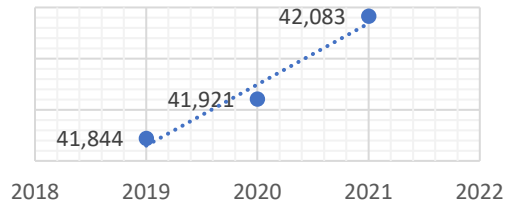
REAL PROPERTY LISTER - The Real Property Lister's office, generally known as the Property Lister, maintains property records for over 42,000 county parcel for the end purpose of providing and mailing annual tax bills in December. This includes determining and implementing updates for changes in ownership, annual tax records, tax assessments, tax mailing addresses, legal description changes or corrections, and processing data from numerous other Register of Deeds recorded documents on a daily basis.

On-going tax mailing address changes are submitted to the Property Lister's office by municipal treasurers, whereupon they are verified with the U.S. Postal Service website and updated in the county data base to provide the most current mailing addresses for county, municipal and public use.

In an effort to ensure that correct mailing addresses are utilized, in 2021 a new procedure was implemented whereby the tax bill mailing address on a sellers' remaining parcels of land is reviewed and updated so that the address of the parcel sold is exclusive to the new owner. Property Lister facilitates this process with the taxpayer and municipal treasurer.



Number of Parcels in Winnebago Co.
(includes all municipalities except Appleton, Menasha, Neenah & Oshkosh)



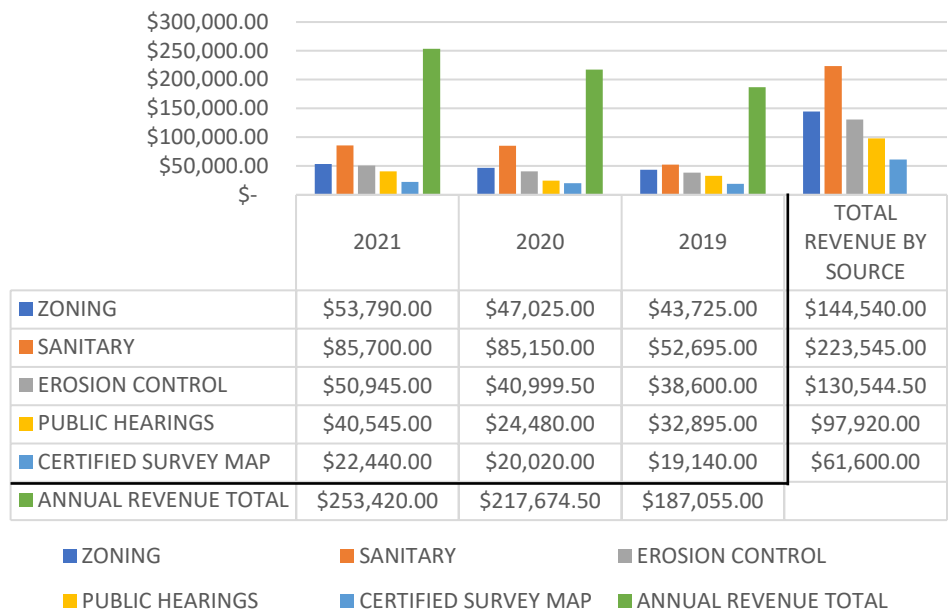
REVENUE

In spite of the pandemic, revenue has continued to increase annually due to increased development activity.

In 2020 our department was certified by the State of Wisconsin for in-house review/approval of certain sanitary permits. The additional sanitary review/approval fee collected increased revenue by \$34,250.00 in 2021 and reduces the turnaround time for applicants.

Total revenue has increased over 35% between 2019 and 2021.

REVENUE BY YEAR AND SOURCE



INDUSTRIAL DEVELOPMENT BOARD

The Industrial Development Board (IDB) was incorporated in 1966 by the Winnebago County Board of Supervisors to financially assist communities and economic development organizations in Winnebago County for the purposes of expanding the tax base, creating and retaining jobs and promoting the County as a good place to do business.

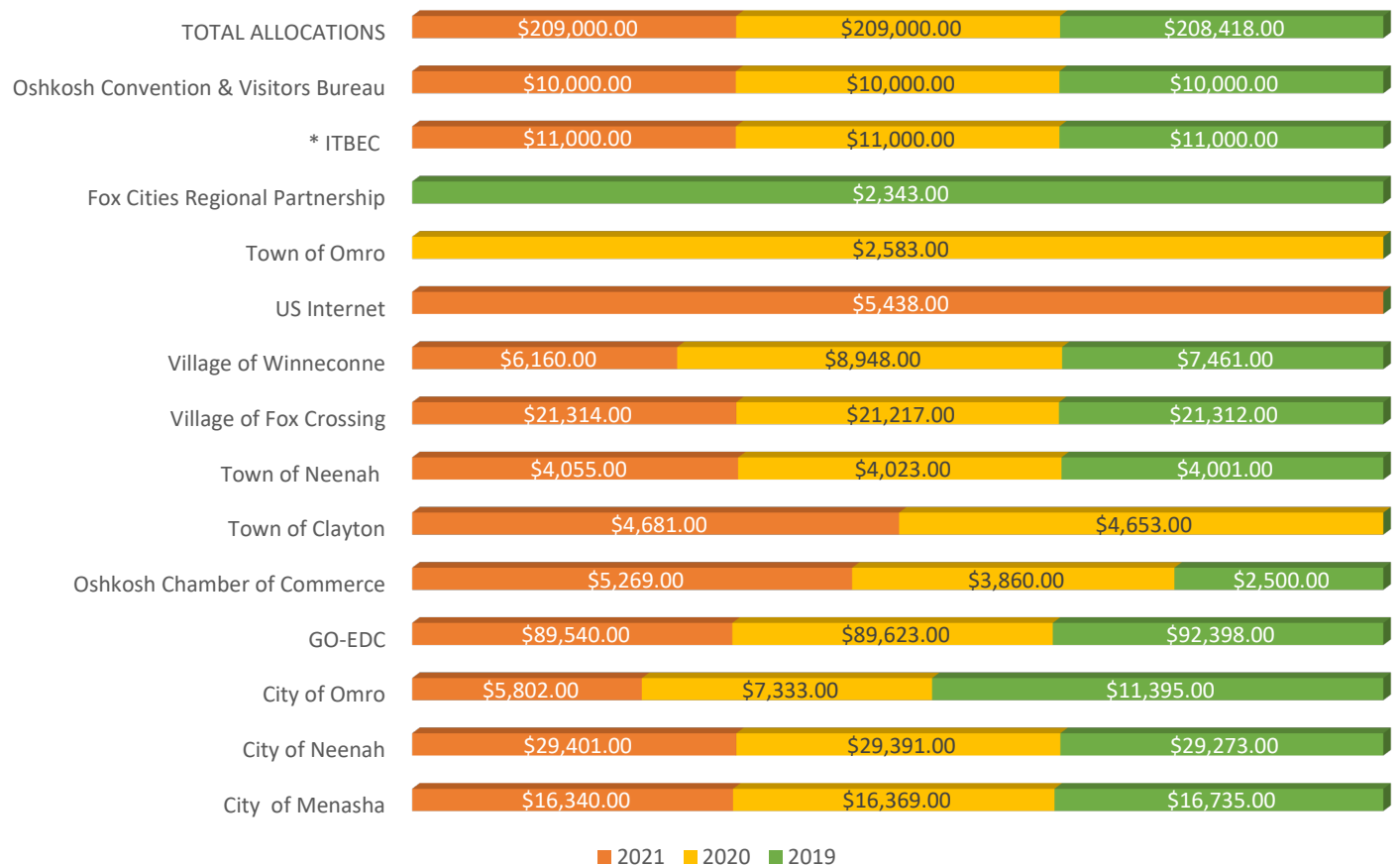


Each year, through the IDB's Per Capita Economic Development Grant program, the IDB distributes grant funds to area economic development organizations and communities to assist in economic growth.

In 2021, the IDB partnered with the Greater Oshkosh Economic Development Corp (GO-EDC) to establish a Rural Small Business Revolving Loan fund program by providing a \$75,000 funding match. The program, which is administered by GO-EDC, is designed to assist small rural businesses with important gap funding to minimize risk and to leverage other financing.

The IDB also partnered with GO-EDC and the Oshkosh and Fox Cities Chambers of Commerce in 2020 and 2021 on the Covid Rapid Response Loan Program for small businesses that were at risk due to the pandemic. In 2020 the IDB provided \$750,000 in seed money for this program. 37 loans were issued in the past two (2) years.

LOCAL PER CAPITA ECONOMIC DEVELOPMENT GRANT FUNDS DISTRIBUTION



*ITBEC – East Central International Trade, Business & Economic Development council