

# Oconto County

## Planning & Zoning

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### Conditional Use Permit Application Packet

#### This packet includes:

- **Checklist**
- **Guidance for Conditional Use Permit Applicants**
- **Town Recommendation Form**
- **Conditional Use Application**
- **Conditional Use Standards and Diagram of Plans**
- **Conditional Use Guide**
- **Town Contact and Meeting Information**
- **Oconto County Board of Adjustment Public Hearing and Business Meeting Dates**

#### Checklist for submitting your Conditional Use Permit Application:

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- ☐ Consult with Planning & Zoning Staff regarding your proposal
  - ☐ Complete all applicable sections of Town Recommendation Form and Conditional Use Application
  - ☐ Attend Town Plan Commission Meeting  
*(The Plan Commission will complete applicable portions of the "Town Recommendation Form". Town recommendation is not required for floodplain, conservancy, and certain shoreland matters. This will be determined during your consult with Planning & Zoning Staff.)*
  - ☐ Attend Town Board Meeting  
*(The Town Board will complete applicable portions of the "Town Recommendation Form".)*
  - ☐ Submit to the Oconto County Planning & Zoning Office
    - Complete Application
    - Detailed explanation and plans showing the location of the proposed area of use. Plans must be drawn to scale showing all dimensions necessary to determine compliance with standards. (i.e. parking spaces, driveway area, building size(s), building heights(s), and setbacks from all property lines)
    - Town Recommendation Form
    - \$475.00 Application fee – "After the Fact" fee is triple
    - Complete applications must be received by the Oconto County Planning & Zoning Office by the application deadline (*refer to the "Oconto County Board of Adjustment Public Hearing and Business Meeting Dates" included in this packet*) in order to be processed for the following month's public hearing docket. If more than 10 applications are received, the last ones received may be moved to the next month. Please note that incomplete applications will not be processed. Refer to "**Conditional Use Guide**" included in this packet for additional information.
  - ☐ Attend On-Site and Public Hearing
  - ☐ If Conditional Use Permit is granted, consult with county staff regarding any additional permit requirements.
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**OFFICE OF  
PLANNING AND ZONING**  
A Division of  
Land & Water Resources Department

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Dear Oconto County Conditional Use Permit Applicant,

Thank you for working with Oconto County Planning & Zoning staff regarding your development proposal. Zoning is a system of land use regulation that controls the physical development of land. It is a legal mechanism by which Oconto County is able to regulate use of property for the sake of protecting the public health, safety and general welfare. Lands throughout Oconto County are mapped into different zoning districts with the primary purpose of promoting compatible land uses while separating incompatible uses. Decisions regarding how land is zoned are determined, in part, by consistency with the Oconto County 20-Year Comprehensive Plan, which lays out broad policies to implement a shared vision for the future, and adopted town plans. Each zoning district has permitted uses and conditional uses. Your development proposal has been determined to require a conditional use permit.

The following steps are also outlined in the conditional use permit packet with a document titled "Conditional Use Permit Guide".

After discussing your development proposal with county staff, your next steps will involve meeting with the town Plan Commission and Town Board. In the conditional use packet you will find a document titled "Town Contact and Meeting Information", which will provide you with contacts, meeting dates and times, as well as required materials for the meeting. Both the plan commission and town board will need to sign the "Town Recommendation Form" that is also part of this conditional use packet.

Once you have met with the town and the town recommendation form has been signed your next step is submitting the completed conditional use application which also must include a detailed explanation and plans showing the location of the proposed area of use with dimensions, signed town recommendation form, and application fee with the Oconto County Planning & Zoning Office. In the conditional use packet you will find a document titled "Oconto County Board of Adjustment Public Hearing and Business Meeting Dates", which will provide you with rezone application deadlines as well as public hearing dates. Once the complete conditional use application is submitted and scheduled for an upcoming public hearing date you will be notified of the date and specific time for the onsite and subsequent public hearing.

At the public hearing the Oconto County Board of Adjustment (BOA) will review your application and take public comment. As part of the public hearing the Board of Adjustment will conduct an on-site inspection prior to the hearing. You must attend both the on-site inspection and the public hearing. If you cannot attend the on-site inspection and the public hearing, or if you wish to have someone act on your behalf, for example a surveyor, a real estate agent or a potential purchaser of the property, you may assign agent status to that individual by filling out the agent section of the conditional use permit application and by having the agent, as well as yourself, sign the application. The agent must then attend both the on-site inspection and public hearing. The Board of Adjustment will make a formal decision regarding the conditional use permit application after listening to all testimony, reviewing the staff report, and other applicable evidence.

If you have any questions please contact the Oconto County Planning and Zoning Office at 920.834.6827.

# TOWN RECOMMENDATION FORM

## For Oconto County Conditional Use Application

### OWNER INFORMATION

**Property Owner:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State &amp; Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Property Owner: (if Applicable)**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State &amp; Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

**Agent:** *(The property owner may appoint an agent to speak on their behalf. If appointing an agent please provide agent information.)*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State &amp; Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROPERTY INFORMATION

Parcel #(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

Location (Gov. Lot \_\_\_\_\_ or \_\_\_\_\_ ¼, \_\_\_\_\_ ¼), Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, Town of \_\_\_\_\_

Physical Address \_\_\_\_\_ Size of Parcel \_\_\_\_\_

**Current Zoning District: (check all that apply)**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Residential Single Family (R-1)   | <input type="checkbox"/> Park and Recreation (PR) | <input type="checkbox"/> Large Scale Agricultural (LA) | <input type="checkbox"/> Light Industrial (LI) |
| <input type="checkbox"/> Residential Multiple Family (R-2) | <input type="checkbox"/> Forest (F)               | <input type="checkbox"/> Restricted Commercial (RC)    | <input type="checkbox"/> Industrial (I)        |
| <input type="checkbox"/> Mobile Home Park (R-3)            | <input type="checkbox"/> Rural Residential (RR)   | <input type="checkbox"/> General Commercial (GC)       | <input type="checkbox"/> Other _____           |
| <input type="checkbox"/> Community Service                 | <input type="checkbox"/> Agricultural (A)         | <input type="checkbox"/> Neighborhood Commercial (NC)  |  |

### CONDITIONAL USE INFORMATION

**Conditional Use requested per Oconto County Zoning Ordinance section \_\_\_\_\_.***The Board of Adjustment may make the granting of an application for a conditional use permit contingent upon certain conditions and standards. District specific standards may apply in addition to the following:*

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• The period of time in which all or part of the use may be permitted</li> <li>• Setbacks and yard dimensions</li> <li>• Specified sewage disposal and water supply facilities</li> <li>• Landscaping and planting screens</li> <li>• Sureties</li> <li>• Deed Restrictions</li> <li>• Location of Structures, docks, piers, or signs</li> </ul> | <ul style="list-style-type: none"> <li>• Location and amount of parking facilities</li> <li>• Type of Construction</li> <li>• Type of Shore Cover</li> <li>• The obtaining of other permits required by the State of Wisconsin, Federal Government Agencies, and other County requirements based upon other ordinances, as conditions that must be met before issuance of said permit.</li> </ul> |
|---|---|

**- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE PROPERTY OWNER/AGENT -**

What will the proposed use(s) of the parcel be if the conditional use permit is approved?

Is there potential for the proposed use(s) to create conflict with existing uses in the area?

- THE FOLLOWING QUESTIONS SHALL BE ANSWERED BY THE TOWN -

Are there adequate public facilities to serve the proposed land use? ☐ Yes ☐ No

Explain:

Are the burdens on the local government for providing services for this proposal reasonable? ☐ Yes ☐ No

Explain:

Does the proposal agree with the Town Vision Statement as found in the Town Comprehensive Plan? ☐ Yes ☐ No

Explain:

Does the proposal agree with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan? ☐ Yes ☐ No

(Please give detailed information including page numbers from the comprehensive plan supporting the recommendation)

Explain:

If applicable, please list any recommended conditions for the Oconto County Board of Adjustment to consider.

(Please attach any additional comments, minutes, or information further supporting the recommendation.)

**Town Plan Commission**

☐ Recommends Approval ☐ Recommends Denial

\_\_\_\_\_  
Plan Commission Chairperson

Date: \_\_\_\_\_

**Town Board**

☐ Recommends Approval ☐ Recommends Denial

\_\_\_\_\_  
Town Clerk

Date: \_\_\_\_\_

# OCONTO COUNTY CONDITIONAL USE PERMIT APPLICATION

## OWNER INFORMATION

**Property Owner:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State &amp; Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Property Owner:** (if Applicable)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State &amp; Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

**Agent:** (The property owner may appoint an agent to speak on their behalf. If appointing an agent please provide agent information.)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State &amp; Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

## PROPERTY INFORMATION

Parcel #(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

Location (Gov. Lot \_\_\_\_\_ or \_\_\_\_\_ ¼, \_\_\_\_\_ ¼), Section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, Town of \_\_\_\_\_

Physical Address \_\_\_\_\_ Size of Parcel \_\_\_\_\_

Current Zoning District: (check all that apply)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Residential Single Family (R-1)   | <input type="checkbox"/> Park and Recreation (PR) | <input type="checkbox"/> Large Scale Agricultural (LA) | <input type="checkbox"/> Light Industrial (LI) |
| <input type="checkbox"/> Residential Multiple Family (R-2) | <input type="checkbox"/> Forest (F)               | <input type="checkbox"/> Restricted Commercial (RC)    | <input type="checkbox"/> Industrial (I)        |
| <input type="checkbox"/> Mobile Home Park (R-3)            | <input type="checkbox"/> Rural Residential (RR)   | <input type="checkbox"/> General Commercial (GC)       | <input type="checkbox"/> Other _____           |
| <input type="checkbox"/> Community Service                 | <input type="checkbox"/> Agricultural (A)         | <input type="checkbox"/> Neighborhood Commercial (NC)  |  |

## CONDITIONAL USE INFORMATION

**Conditional Use requested per Oconto County Zoning Ordinance section** \_\_\_\_\_.**Proposed use?** (State exactly what use is intended for the property. Include general standards and diagram of plans. Refer to "Conditional Use Standards and Diagram of Plans" included in the Conditional Use Permit Application Packet.)Are there current non-conforming structures and/or uses on the property? ☐ Yes ☐ No (If "Yes" please describe below)Are you aware of previous variance or conditional use applications? ☐ Yes ☐ No (If "Yes" please describe below)**Please note that incomplete applications will not be processed. A complete conditional use permit application will include the following:**

- ✓ **Signed Conditional Use Permit Application**
- ✓ **Signed Town Recommendation Form** (Not required for floodplain, conservancy, and certain shoreland matters.)
- ✓ **Detailed explanation and plans showing the location of the proposed area of use. Plans must be drawn to scale showing all dimensions necessary to determine compliance with standards.** (i.e. parking spaces, driveway areas, buildings sizes(s), building height(s), and setbacks from all property lines)
- ✓ **\$475.00 application fee** (Payable to: Oconto County Planning & Zoning) – "After the Fact" fee is a triple fee.

**I certify that all information provided in this application is true and accurate:**

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Submit with other required conditional use application materials to: Oconto County Planning &amp; Zoning – 301 Washington St – Oconto WI 54153

# CONDITIONAL USE STANDARDS AND DIAGRAM OF PLANS

**GENERAL STANDARDS:** General performance standards and specific design standards for approval of a conditional use are provided for each zoning district. Below are general standards that the Board of Adjustment Committee will address in review of an application for a conditional use. These conditions include, but are not limited to, specifications of:

1. Minimum parcel size
2. Parking availability
3. Minimum setbacks
4. All state approvals required for public buildings and/or made part of the zoning permit
5. Attractiveness or physical appearance
6. Ingress / Egress
7. Maintenance
8. Safety of nearby roads
9. Traffic
10. Waste management
11. Erosion control standards
12. The period of time in which all or part of the use may be permitted
13. Landscaping and planting screens
14. Operational controls
15. Deed restrictions
16. Location of structures, docks, piers, or signs
17. Type of construction
18. The obtaining of other permits required by the State of Wisconsin, Federal Government Agencies, and any other Oconto County Ordinances as a condition of the conditional use permit, must be completed prior to the issuance of the Conditional Use Permit.

Please include information in the application on these general standards as they would apply. An applicant must demonstrate that the proposed project complies with the standards noted for the appropriate zoning district. The decision to grant or deny a conditional use permit is discretionary. (i.e. permit may be denied if the project cannot be tailored to a site without significant harm to ordinance standards and objectives)

Where the zoning district contains no standards unique to that district or use, the following standards shall apply:

1. That granting of a conditional use will not violate the spirit or intent of the zoning ordinance.
2. That the use allowed would not be contrary to the public health, safety, general welfare, or which would be substantially adverse to property values in the neighborhood affected.
3. That the use shall not constitute a nuisance by reason of noise, dust, smoke, odor, or other similar factors.

**Diagram of Plans:** In most applications a diagram of plans must be submitted. This diagram must provide sufficient detail for review of the standards that may apply to the application. This may include locations of existing or proposed buildings, accommodations for parking areas, proximity to navigable waters, floodplain delineation, contour lines for review of excavations and erosion control measures, detailed cross sections, etc...

Although it may not be necessary in all applications, a survey by a registered land surveyor is recommended for showing detail. Detailed proposals assist the Board of Adjustment in the review of the conditional use application. **As noted above, the applicant must demonstrate that the proposed use complies with the standards noted for the zoning district.**

All applications must be received by the Oconto County Planning and Zoning Office prior to the application deadline in order to be scheduled for an upcoming public hearing. Please note that incomplete applications will not be processed. Once the complete application has been processed, you will be notified of the date and time that the Board of Adjustment will conduct an onsite of the property and time and location of the public hearing. You or your agent are required to attend both the onsite and the public hearing.

**Please note that postponement / rescheduling of an onsite and/or public hearing due to the applicants error in submittal or failing to attend the onsite and/or public hearing will be charged a rescheduling fee.**

# Steps to applying for a Conditional Use Permit Guide

*Note: Certain uses are of such nature or their effects are dependent upon specific circumstances as to make impractical the determination in advance of where and when and under what conditions they should be permitted. Conditional uses are land uses listed as such in each zoning district as found in the Oconto County zoning ordinance. Pursuing a conditional use permit in Oconto County requires prior review and recommendation from the town in which the proposal is located. This local recommendation will be considered by the Oconto County Board of Adjustment when deciding on the application for conditional use permit. The steps to pursuing a conditional use permit are as follows:*

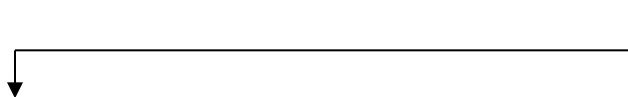
## **Step 1**

Consult with Oconto County Planning & Zoning staff regarding your proposal to ensure compliance with the Oconto County Zoning Ordinance.



## **Step 2**

Contact the town in which the parcel is located. (Refer to “Town Contact and Meeting Information” included in the rezone application packet which includes town contact information, meeting dates, meeting times, locations and required materials.)



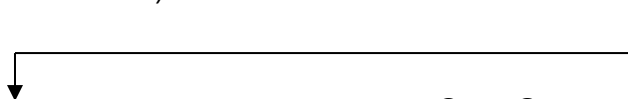
## **Step 3**

Attend the town Plan Commission meeting. (The town Plan Commission will review your conditional use permit proposal to determine if it is consistent with the town 20-Year Comprehensive Plan and then make a recommendation to the Town Board. The town plan commission will need to complete applicable parts of the “Town Recommendation Form”.)



## **Step 4**

Attend the Town Board Meeting. (The Town Board will review and make a recommendation on your conditional use permit proposal. The town plan board will need to complete applicable parts of the “Town Recommendation Form”.)



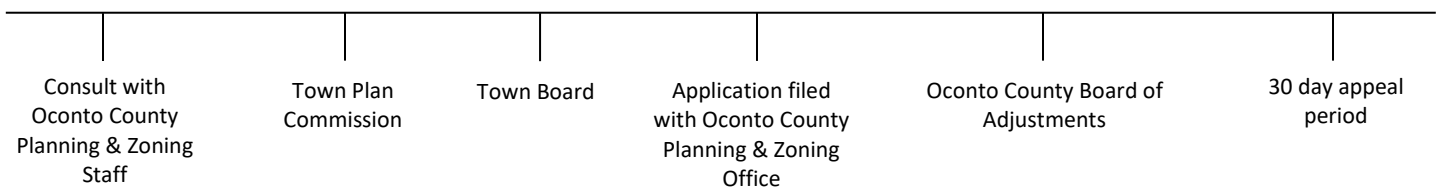
## **Step 5**

Submit the complete conditional use permit application with the Oconto County Planning & Zoning office by the application deadline. Incomplete applications will not be processed. (Refer to “County Conditional Use Application Key Dates” included in the application packet for monthly application deadlines.) Note: Conditional Use hearings are usually scheduled toward the end of following month. Scheduling may be affected by the meeting date and/or number of applications submitted. Once the application has been processed and added to an upcoming Board of Adjustment agenda (Step 6), the applicant will be notified of the date and time of the public hearing.



## **Step 6**

The Oconto County Board of Adjustment will conduct an onsite of the property and then hold a public hearing. You and/or your agent will need to attend both the onsite and the public hearing. The Board of Adjustment will then either recommend approval, approval with conditions, or disapproval of the application for a conditional use permit. The Board of Adjustment decision is final. Any decision of the Board is appealable for 30 days from the date shown on the decision and order signed by the Board.



## *Town Contact and Meeting Information*

Township	Town Contact Person to be placed on Plan Commission Agenda <i>(Have required materials prepared to be placed on the plan commission agenda.)</i>	Town Plan Commission Meeting Date <i>(Proposals where the applicant and/or agent is not in attendance may delay action by the Plan Commission until a subsequent monthly meeting.)</i>	Town Contact Person to be placed on Town Board Agenda	Town Board Meeting Date <i>(Proposals where the applicant and/or agent is not in attendance may delay action by the Town Board until a subsequent monthly meeting.)</i>	Required Materials for Town Review				Town Meeting Location
					Location Map & Zoning Map <i>(# of Copies)</i>	Preliminary Survey <i>(When Applicable (# of Copies)</i>	Petition to Rezone Application <i>(# of Copies)</i>	Application Fee	
Abrams	<b>Sue Gubbels</b> (Plan Commission Secretary) Phone: 920.826.2299 Ext. 3 or 920.826.7111 Contact <b>prior to the last Friday of the month</b>	2nd Tuesday of the month	<b>Jean Hansen</b> (Town Clerk) Phone: 920.826.2299 Ext. 1 Email: townofabrams@bayland.net jhamom@bayland.net	3rd Tuesday of the month	7	7	7	No Fee	Abrams Town Hall 5877 Main Street Abrams, WI 54101
Bagley	<b>Alan Sleeter</b> (Town Clerk) Phone: 920.590.0198 (Leave Message) Email: townofbagley@granitewave.com	14 days from the date the Town Clerk is notified	<b>Alan Sleeter</b> (Town Clerk) Phone: 920.590.0198 (Leave Message) Email: townofbagley@granitewave.com	2nd Monday of the month	7	7	7	No Fee	Bagley Town Hall 9812 County Highway Z Pound, WI 54161
Brazeau	<b>Brooke Kriescher</b> (Town Clerk) Phone: 920.897.3855 Email: clerk@townofbrazeauwi.gov Contact <b>prior to the last Wednesday of the month</b>	2nd Wednesday of the month	<b>Brooke Kriescher</b> (Town Clerk) Phone: 920.897.3855 Email: clerk@townofbrazeauwi.gov	3rd Tuesday of the month	5	5	1	\$50	Brazeau Town Hall 10892 Parkway Road Pound, WI 54161
Breed	<b>Kristen Telford</b> (Town Clerk) Phone: 920.590.1338 Email: clerk@townofbreed.wi.gov Contact <b>prior to the 1st of the month</b>	2nd Tuesday of the month	<b>Kristen Telford</b> (Town Clerk) Phone: 920.590.1338 Email: clerk@townofbreed.wi.gov	2nd Tuesday of the month	8	8	8	\$25	Breed Town Hall 11155 State Highway 32 Suring, WI 54174
Chase	<b>Town of Chase</b> Phone: 920.822.1560 Email: townofchase@netnet.net Contact <b>prior to the last Monday of the month</b>	1st Wednesday after the 1st Monday of the month	<b>Town of Chase</b> Phone: 920.822.1560 Email: townofchase@netnet.net	2nd Monday of the month	8	8	8	Varies <i>(Refer to town website)</i>	Chase Town Hall 8481 County Road S Pulaski, WI 54162
Doty	<b>Cheryl Field</b> (Town Clerk) Phone: 715.276.7554 Cell: 414.526.7339 Email: townofdoty@gmail.com Contact <b>prior to the 8th day of the month.</b>	Meet on as needed basis	<b>Cheryl Field</b> (Town Clerk) Phone: 715.276.7554 Cell: 414.526.7339 Email: townofdoty@gmail.com	2nd Tuesday of the month	7	7	7	No Fee	Doty Town Hall 14899 County Road T Mountain, WI 54149
Gillett	<b>Scott Wolfe</b> (Plan Commission Chair) Phone: 920.598.0192	3rd Monday of the month as needed	<b>Renee Carlson</b> (Town Clerk) Phone: 920.819.7475 Email: gillettstownclerk@gmail.com	3rd Monday	2	2	1	No Fee	Gillett Town Hall 10908 Town Hall Road P.O. Box 605 Gillett, WI 54124
How	<b>Bruce Hischke</b> (Plan Commission Chair) Phone: 920.590.0223 Contact <b>prior to the 1st of the month</b>	1st Monday of the month	<b>Becky Dickson</b> (Town Clerk) Phone: 920.590.0029 Email: townofhow@yahoo.com Contact <b>prior to the 1st of the month</b>	1st Monday of the month (after the plan commission meeting)	9	9	6	No Fee	How Town Hall 12896 State Highway 32 Suring, WI 54174
Lakewood	<b>Tim Barthel</b> (Plan Commission Secretary) Phone: 715.276.3579 (Option 4) Email: Tbarthel@townoflakewood.com Contact <b>prior to the 1st of the month</b>	2nd Monday of the month	<b>Michelle Moczynski</b> (Town Clerk) Phone: 715.276.3579 Email: mmoczynski@townoflakewood.com Contact <b>prior to the 1st of the month</b>	2nd Monday of the month (after the plan commission meeting)	7	7	7	\$25	Lakewood Admin Building 17181 Twin Pines Road P.O. Box 40 Lakewood, WI 54138
Lena	<b>Tony Fetterly</b> (Plan Commission Chair) Phone: 920.829.6077 Contact <b>14 days prior to the meeting date</b>	1st Wednesday of the month	<b>Dawn Van Ark</b> (Town Clerk) Phone: 715.281.4672 Email: lenatownclerk@gmail.com	3rd Thursday of the month	5	5	5	No Fee	Lena Town Hall 6087 Goatsville Rd. Lena, WI 54139
Little River	<b>Amy Peterson</b> (Town Clerk) Phone: 920.834.3617 Email: clerk@townoflittleriver.wi.gov Contact <b>prior to the 1st of the month</b>	3rd Wednesday of the month <small>(Note: Plan Commission members may conduct an onsite of the property when deemed necessary prior to the plan commission meeting.)</small>	<b>Amy Peterson</b> (Town Clerk) Phone: 920.834.3617 Email: clerk@townoflittleriver.wi.gov	3rd Wednesday of the month (after the plan commission meeting)	8	8	8	\$125	Little River Town Hall 3627 County Road A Oconto, WI 54153
					Note: The location and zoning maps can be created using the Oconto County online mapping site (SOLO) <a href="http://oc17maps.co.oconto.wi.us/SOLO">http://oc17maps.co.oconto.wi.us/SOLO</a> or for assistance in creating these maps contact Oconto County Planning & Zoning staff at either of the Oconto County Planning & Zoning Office locations.				



## Town Contact and Meeting Information

					Required Materials for Town Review				
Township	Town Contact Person to be placed on Plan Commission Agenda <i>(Have required materials prepared to be placed on the plan commission agenda.)</i>	Town Plan Commission Meeting Date <i>(Proposals where the applicant and/or agent is not in attendance may delay action by the Plan Commission until a subsequent monthly meeting.)</i>	Town Contact Person to be placed on Town Board Agenda	Town Board Meeting Date <i>(Proposals where the applicant and/or agent is not in attendance may delay action by the Town Board until a subsequent monthly meeting.)</i>	Location Map & Zoning Map <i>(# of Copies)</i>	Preliminary Survey <i>When Applicable (# of Copies)</i>	Petition to Rezone Application <i>(# of Copies)</i>	Application Fee	Town Meeting Location
Little Suamico	Lisa Glinski (Town Clerk) Phone: 920.826.7655 Email: lsclerk@townoflittlesuamico.wi.gov Contact <b>prior to the 15th of the previous month</b>	1st Thursday of the month	Lisa Glinski (Town Clerk) Phone: 920.826.7655 Email: lsclerk@townoflittlesuamico.wi.gov	2nd Monday of the month	10	10	1	Varies <i>(Refer to town website)</i>	Little Suamico Town Hall 5964-A County Road S Sobieski, WI 54171
Maple Valley	Mike Beyer (Plan Commission Chair) Phone: 920.590.3229 (leave message) Contact <b>2 weeks prior to the 4th Thursday of the month</b>	4th Thursday of the month	Cindy Tousey (Town Clerk) Phone: 920.598.0601 Email: dalcreek@ez-net.com	2nd Thursday of the month	5	5	5	No Fee	Maple Valley Town Hall 9088 County Road Z Suring, WI 54174
Morgan	Karen Nelson Kispert (Plan Commission Secretary) Phone: 920.680.4101 Email: knelsonkispert@gmail.com Contact <b>at least 2 weeks prior to the last Monday of the month</b>	Last Monday of the month	Erin Mooers (Town Clerk) Phone: 920.846.0699 Email: morgantownclerk@gmail.com	2nd Monday of the month	8	8	2	No Fee	Morgan Town Hall 3276 County Road C Oconto Falls, WI 54154
Mountain	Lynn Kauzlaric (Town Clerk) Phone: 715.276.6474 Email: clerk-treasurer@townofmountain.wi.gov Contact <b>at least one week prior to the meeting date</b>	1st Tuesday of the month	Lynn Kauzlaric (Town Clerk) Phone: 715.276.6474 Email: clerk-treasurer@townofmountain.wi.gov	2nd Tuesday of the month	9	9	1	No Fee	Mountain Town Office 13503 Weller Road P.O. Box 95 Mountain, WI 54149
Oconto	Lori Scanlan (Plan Commission Secretary) Phone: 920.834.4351 Email: clerktownoconto@gmail.com Contact <b>at least 2 weeks prior to the last Monday of the month</b>	Last Monday of the month	Lori Scanlan (Plan Commission Secretary) Phone: 920.834.4351 Email: clerktownoconto@gmail.com	2nd Monday of the month	5	5	2	No Fee	Oconto Town Hall 6120 Cream City Road Oconto, WI 54153
Oconto Falls	Randy Schlorf (Plan Commission Chair) Phone: 920.846.3410 Contact <b>at least two weeks prior to the next scheduled meeting date</b>	3rd Tuesday of the month	Susan Mogged (Town Clerk) Phone: 920.373.6663 Email: townofocntofallscclerk@gmail.com	2nd Monday of the month	5	5	5	No Fee	Oconto Falls Town Hall 5076 Golden Corners Road Oconto Falls, WI 54154
Pensaukee	Andrew Dana (Plan Commission Chair) Phone: 920.309.3417 Contact <b>prior to the 21st day of the month</b>	1st Monday of the month	Jacki Nelis (Town Clerk) Phone: 920.826.2010 Email: topclerk@bayland.net Contact <b>prior to the 2nd Tuesday of the month</b>	2nd Tuesday of the month	6	6	6	No Fee	Pensaukee Town Hall 4684 Brookside Road Abrams, WI 54101
Riverview	Tawny Booth (Plan Commission Secretary) Phone: 715.850.0292 Contact <b>one week prior to last Tuesday of the month</b>	Last Tuesday of the month	Beth Hartman (Town Clerk) Phone: 715.276.6914 Email: clerktownofriverview@gmail.com	2nd Tuesday of the month	8	8	1	No Fee	Riverview Town Hall 15471 Highway 32 P.O. Box 220 Mountain, WI 54149
Spruce	Lisa Peitersen (Town Clerk) Phone: 920.829.5111 Email: sprucetownclerk@gmail.com Contact <b>prior to the first of the month</b>	3rd Wednesday of the month	Lisa Peitersen (Town Clerk) Phone: 920.829.5111 Email: sprucetownclerk@gmail.com	3rd Wednesday of the month (after the plan commission meeting)	8	8	8	No Fee	Spruce Town Hall 9097 County Road B P.O. Box 52 Oconto Falls, WI 54154
Stiles	Vicki Glasnovich (Plan Commission Secretary) Phone: 414.429.8586 Email: vglasnovich@gmail.com Contact <b>10 days prior to the 3rd Monday of the month</b>	3rd Monday of the month	Terrah Patton (Town Clerk) Phone: 920.634.5348 Email: clerk@townofstiles.org	2nd Wednesday of the month	2	2	2	\$100	Stiles Town Hall 5718 Watercrest Rd Lena, WI 54139
Townsend	Linda Ziegler (Town Clerk) Phone: 715.276.6856 Email: townsend54175@gmail.com Contact <b>prior to the 3rd Monday of the month</b>	1st Tuesday of the month	Linda Ziegler (Town Clerk) Phone: 715.276.6856 Email: townsend54175@gmail.com	2nd Tuesday of the month	7	7	1	\$50	Townsend Town Hall 16564 Elm Street P.O. Box 227 Townsend, WI 54175
Underhill	Tracy Winkler (Town Clerk) Phone: 920.855.2942 Email: clerk@townofunderhill.wi.gov Contact <b>prior to the 15th of the month</b>	4th Tuesday of the month	Tracy Winkler (Town Clerk) Phone: 920.855.2942 Email: clerk@townofunderhill.wi.gov	1st Tuesday of the month	1	1	1	No Fee	Underhill Town Hall 5597 Cardinal Road Gillett, WI 54124
					Note: The location and zoning maps can be created using the Oconto County online mapping site (SOLO) <a href="http://oc17maps.co.oconto.wi.us/SOLO">http://oc17maps.co.oconto.wi.us/SOLO</a> or for assistance in creating these maps contact Oconto County Planning & Zoning staff at either of the Oconto County Planning & Zoning Office locations.				

# Oconto County Board of Adjustment

## Public Hearing and Business Meeting Dates

**Conditional Use Permit / Variance Application Deadline**

(Application must be complete - Refer to requirements outlined in the Conditional Use Application Packet / Variance Application Packet)

**Public Hearing/Business Meeting**

(Due to unforeseen circumstances, the public hearing date/business meeting date may on occasion need to be altered. Every effort will be made to hold to the dates shown.)

**Complete applications must be received by the Oconto County Planning & Zoning Office by the application deadline in order to be processed for the following month's public hearing agenda. If more than 10 applications are received, the last ones received may be moved to the next month. Please note that incomplete applications will not be processed. The application and hearing dates shown are subject to change due to holidays, number of applications etc. If you are planning on submitting an application at or near a deadline shown, please confirm dates with the Planning and Zoning Office at 920.834.6827.**

### 2025

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Courthouse Closed: November 27-28; December 24-25; 31**

### 2026

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Courthouse Closed: January 1; April 17; May 25; July 3; September 1; November 26-27; December 24-25; December 31**