ONEIDA COUNTY BOARD OF ADJUSTMENT
MEETING MINUTES
September 3, 2026 at 8:30 a.m.
BOARD ROOM, 3rd FLOOR
MINOCQUA CENTER

Members Present:	Jeff Verdoorn, Dan Chronister, Bruce Stefonek (arrived at 9:00 a.m. for onsite and public hearing), Tim Guilfoyle
Members Absent:	Mike Pazdernik, Brad Herrold
Dept. Staff Present:	Todd Troskey, Assistant Director; Melany Hastreiter, Program Assistant
Guests Present:	See Sign in Sheet

Chair Verdoorn called the meeting to order at 8:30 a.m. in accordance with the Wisconsin Open Meetings Law.

Wisconsin Open Meetings Law statement.

Roll call of members.
Mr. Chronister: "here"; Mr. Guilfoyle: "here"; and Mr. Verdoorn: "here".

Approve the agenda.
Motion by Dan Chronister, second by Tim Guilfoyle to approve the agenda. With all members present voting "Aye", the motion carried.

Approve meeting minutes of August 13, 2026. Tabled.

Public comment. None.

Old Business:

a. **Consider status of previous cases.**
   - Appeal #25-009: Totzke Family Rev Tr (TL-1267-6A) – update on Writ of Certiorari filing. No update.
   - Appeal #2600552: Winkelman et al (LT-177-6 & LT-177-5) – staff follow-up with property owner on floor drain. Calendared for department follow-up.
   - Appeal #2600565: Erin McCormick (TL-1272-2E) – receipt of written statement from neighbor to satisfy variance condition. Confirmed as received and acceptable.

b. **Update on zoning statutes and ordinance amendments.** Todd Troskey provided update.

Current Business:

a. **Approve any available bills.** None.
b. **Consider current and pending appeals to BOA.** No updates.
c. **Review/revise meeting/hearing calendar.** No updates.
d. **Zoning Board of Adjustment & Appeals Workshop, October 13, 2026.** Request was submitted for reimbursement confirmation. Planning & Zoning to provide Zoning Board Handbooks to new Board of Adjustment members.
e. **Re-appointment of Dan Chronister to Board of Adjustment for a 3-year term to expire in July 2029.**
f. **Appointment of Tim Guilfoyle to Board of Adjustment as 1st Alternate for a 3-year term to expire in July 2029.**

8:40 a.m. Recess for onsite inspection. The Board will travel together to the inspection site at 305 W Park Ave, further described as being part of Government Lot 5, Section 14, T39N, R6E, PIN MI 2206-13, Town of Minocqua, to conduct an onsite inspection at approximately 9:00 a.m. No public business will be discussed while traveling.

Board of Adjustment member Bruce Stefonek arrived at 9:00 a.m. for onsite inspection.

Chair Verdoorn reconvened general business meeting at 9:50 a.m.

Approve meeting minutes of August 13, 2026.
Motion by Jeff Verdoorn, second by Bruce Stefonek to approve the meeting minutes of August 13, 2026. With all members present voting "Aye", the motion carried.

Chair Verdoorn recessed general business meeting at 9:55 a.m.

10:00 a.m. – Hold a public hearing on the following appeal:

Appeal No. 2600627 of BHMQ LLC, owner, and Attorney Timothy Melms, agent, appealing the denial of zoning permit #2600503 for expansion of a non-conforming structure within the setback. The property is located at 305 W Park Ave, further described as being part of Government Lot 5, Section 14, T39N, R6E, PIN MI 2206-13, Town of Minocqua.

Roll call of members.
Mr. Chronister: "here"; Mr. Stefonek: "here"; Mr. Guilfoyle: "here"; and Mr. Verdoorn: "here".

Chair Verdoorn stated the meeting will be held in accordance with Wisconsin Open Meetings Law and be recorded. Anyone wishing to testify must identify themselves by name, address, and interest in the appeal and shall be placed under oath.

Chair Verdoorn swore in the following: F.J. Frazier, owner; Attorney Timothy Melms, agent; contractor representatives; community members; and Assistant Director Todd Troskey, Oneida County Zoning.

An onsite inspection was conducted at approximately 9:00 a.m. on September 3, 2026, at property located at 305 W Park Ave, further described as being part of Government Lot 5, Section 14, T39N, R6E, PIN MI 2206-13, Town of Minocqua. Board members were present at the onsite inspection along with the property owner, agent, contractor representatives, community members, Todd Troskey, and Melany Hastreiter.

Observations by the board: Acting Secretary Chronister identified those who were onsite during the inspection and reported property boundaries and outline of proposed construction were adequately marked. Distances measured were 21 feet to the right side boundary from the proposed structure and zero feet to the ordinary high water mark.

Chair Verdoorn stated the board must consider three criteria that need to be met to grant the variance and the appellant should address all in their testimony; unique physical property limitations, no harm to public interest, and unnecessary hardship. The procedure for the hearing will include testimony from the appellant, followed by testimony from the county, any public comment, and then back to the appellant and the county before closing the meeting to further testimony. The board will then deliberate. If the board members have any questions, they will ask them, and the parties should address only those questions. The appellant may stay for the deliberation.

Attorney Melms, agent for the owner, provided history and overview of property site to address each of the three variance criteria to be met. Mr. Melms provided handout of a portion of the 2010 Town of Minocqua Comprehensive Plan.

James Rein, representative for the owner, described accessibility benefits to the public, design for capturing stormwater runoff, proposed construction being held to the same height as existing structure, and compliance efforts with WI Dept. of Natural Resources and Army Corp of Engineers on bulkhead area.

Ryan McKichan, architect for the project, addressed thermal upgrades, accessibility upgrades, condition of remaining structure and foundation, maintaining footprint as close to original through cantilevering methods, and plans to improve traffic flow.

Brad Seubert, civil engineer for the project, addressed parking lot drop off area to increase safety, stormwater management underground chamber system, and improving roof water runoff rate.

Ryan McKichan spoke again regarding keeping additions within the three dimensional footprint that is there.

Todd Troskey provided reason for denial of the zoning application was based on Section 9.99(C) expansion of non-conforming principal structure within the ordinary high water mark setback. Mr. Troskey stated the county ordinance mimics Chapter NR 115 State Code and does not distinguish between commercial and residential structures.

Several community members provided public input in support of the variance.

Discussion took place on stormwater runoff reporting responsibilities, these would be managed by the Town of Minocqua.

Attorney Melms provided additional testimony.

Chair Verdoorn closed the public portion of the hearing.

Board of Adjustment members deliberated on justifications for a variance as to unique property limitations, no harm to public interest, and unnecessary burden to community or appellants. The board unanimously agreed that all three variance conditions were met.

Motion by Dan Chronister, second by Bruce Stefonek to approve the variance. With all members present voting "Aye", the motion carried.

11:00 a.m. Chair Verdoorn adjourned the meeting.

Jeff Verdoorn, Chair

Dan Chronister, Acting Secretary