

# ZONING & PLANNING COMMITTEE

December 6, 2012

## Minutes of December Regular Meeting

Vilas County Courthouse Conference Rooms #2&3

Page 1 of 2

**Agenda Item #1: Call to Order.** The Chairman calls the Zoning and Planning Meeting to Order at 9:01 AM at the Vilas County Courthouse, Conference Rooms #2&3, 330 Court St, Eagle River, Wisconsin.

**Members Present:** Chris Mayer, Chairman; Steve Favorite, Vice-Chairman; Chuck Hayes; Lorin Johnson; Kathleen Rushlow.

**Others Present:** Dawn Schmidt, Zoning Administrator; David Sadenwasser, Administrative Secretary; Dave Alleman, Vilas County Clerk; Bucky Holm; Donald Volk; Rick Clem, Town of Winchester; Dana Boulden, Wilderness Surveying; Dan Balog, Town of Land o' Lakes; Brian Schwingle, Wisconsin Department of Natural Resources; Mike Koehler, Advanced Disposal/Veolia ES.

**Agenda Item #2: Approve Agenda.** Motion by Steve Favorite, seconded by Lorin Johnson, to approve the agenda in any order to be discussed by the Chair. All say aye, motion carried.

**Agenda Item #3: Approve 11/1/2012 Regular Monthly Meeting Minutes.** Motion by Steve Favorite, seconded by Lorin Johnson, to approve the minutes as presented. All say aye, motion carried.

**Agenda Item #4: Alternate Tree Cutting Plan for Volk Property in Phelps.** Mr. Mayer explains that this issue was discussed in November and that there were some uncertainties. Discussion regarding the future of the diseased red pines on the property. Mr. Schwingle states that he is familiar with the situation and describes his role in the situation. He states that in his opinion Mr. Volk will eventually lose all of his red pines from disease. Discussion regarding the potential for erosion as a result of the logging operations, the plans for revegetation of the logged area. Motion by Kathleen Rushlow, seconded by Chuck Hayes, to approve the alternate tree cutting plans to remove all red pines from the subject property with silt fence and hay bales required for erosion control wherever the slope exceeds 20%, with the Zoning Department to do follow up inspections. All say aye, motion carried.

**Agenda Item #5: Subdivision Approval: A Preliminary five (5) lot subdivision for Larry Rectenwald, property owner, Being a Part of Government Lot 4, Section 23, Town 41 North, Range 10 East, Town of Conover, Vilas County, Wisconsin (Wilderness Surveying, Inc.). Division of Parcel Number 8-1257.** ZA Dawn Schmidt states that this subdivision is one of the easier ones presented and that all of the soils are good. Motion by Steve Favorite, seconded by Lorin Johnson, to approve the subdivision. All say aye, motion carried.

**Agenda Item #6: Zoning and Sanitary Fee Schedule.** ZA Dawn Schmidt explains that the county has applied to the Wisconsin Department of Safety and Professional Services to review small commercial wastewater systems, but that there is no one at that Department to review the application. She states that the Zoning Department is looking into an addition revenue source by requiring zoning permits for ponds, which would have to be written into the Ordinance. She also states that the Schenck study recommended reviewing permit fees every two to three years, and that it has been three years since we last raised fees. Mr. Mayer states that he would like a comparison with fees from other counties for next month.

**Agenda Item #7: County Vehicle for Zoning Department Use.** ZA Dawn Schmidt explains that the Department's request for an addition car was denied by the Public Property Committee. Mr. Johnson states that he is on that committee and that they felt the zoning department should use the existing pool car. Discussion regarding the special vehicular needs of the Zoning Department, including frequency of potential use. Mr. Alleman states that he felt the Public Property Committee wanted to make sure the available resources are used completely, and that the Mapping Department uses the car once a week but other than that it is used very infrequently. Discussion regarding budgeting for use of the pool vehicle. It is decided that the pool vehicle will be available for the Zoning Department Mondays, Tuesdays, Wednesdays, and Fridays and for the Mapping Department on Thursdays, with other departments checking with the Zoning Department or Mapping Department if they wish to use it on those days. It is further decided that the Zoning Department may store equipment in the car for their use and remove it if other departments wish to use the vehicle. Motion by Kathleen Rushlow, seconded by Chuck Hayes, to have the Zoning Department use the pool vehicle four days per week under the terms described above. All say aye, motion carried.

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Page 2 of 2

**Agenda Item #8: Bog Frog Public Service Announcements.** ZA Dawn Schmidt asks the Committee if it would like to continue to spend grant funds on the Bog Frog PSAs. She states that a certain percentage of the grant funds must be used for advertisements. Discussion regarding the potential types of advertisements and their content.

**Agenda Item #9: Deputy Zoning Administrator Vacancy/Department Staff Hours.** ZA Dawn Schmidt explains that Deputy Zoning Administrator Sue Petruzates has been appointed to fill the Deputy Treasurer position. She recommends that the remaining staff be returned to full time and that the vacant position not be filled until the workload requires it. **Motion by Steve Favorite, seconded by Lorin Johnson, to recommend to the Personnel Committee to allow the Zoning Office staff hours to be restored to full time status with the understanding that the Zoning Committee will not request the vacant Deputy Zoning Administrator position to be backfilled at this time.** Mr. Mayer notes that this will make four positions lost in the Zoning Department through attrition in the last two years. ZA Dawn Schmidt states that an assessment of whether the position will need to be filled can be made in July or August. **All say aye, motion carried.**

**Agenda Item #11: Review Statistics and Budgets.** ZA Dawn Schmidt states that revenues should exceed the projected amount for 2012 and that permit numbers are up. She presents a line item transfer request to move \$600 from the Conventions, Dues, & Meetings line item to the Publishing line. **Motion by Steve Favorite, seconded by Kathleen Rushlow, to approve the line item transfer request. All say aye, motion carried.**

**Agenda Item #12: Training and Out of County Travel.** ZA Dawn Schmidt states that she would like to pay the membership dues and travel for Deputy Zoning Administrator Jim Janet to travel to the Northeast Wisconsin County Code Administrators (NEWCCA) meeting in Crandon on December 7, 2012. **Motion by Steve Favorite, seconded by Lorin Johnson, to approve the out of county travel. All say aye, motion carried.**

**Agenda Item #13: Confirm January regular meeting, location, and date.** The January regular meeting will be held on Thursday, January 3, 2012 at 9:00 AM in the Vilas County Courthouse Conference Rooms #2&3.

**Agenda Item #14: Adjournment.** The Chairman adjourns the meeting at 10:35 AM

*Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.*