

ZONING & PLANNING COMMITTEE

Amended Minutes of Regular Monthly Meeting

July 2, 2009

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Agenda Item #1: Call to Order: Chris Mayer, Chairman, called the Zoning Committee Meeting to order at 9:00 a.m. on July 2, 2009 at the Vilas County Courthouse, 330 Court Street, Conference Room #2, Eagle River, WI.

Members Present: Chris Mayer, Maynard Bedish, Bob Egan, Fred Radtke; Steve Favorite for Jack Harrison.

Members Absent: Jack Harrison.

Others Present: Dawn Schmidt, Zoning Administrator; Tammy Baughman, Secretary; Eric Johnson;

Agenda Item #2: Approve Agenda: Motion by Maynard Bedish, second by Bob Egan to approve the 7/2/09 Agenda. All say aye, motion carried.

Agenda Item #3: Approve Minutes: Motion by Bob Egan, second by Fred Radtke to approve the 6/4/09 Cellcom Conditional Use Public Hearing and the 6/4/09 Regular Monthly Meeting Minutes. Discussion: Bob comments "Nice job on the minutes". All say aye, motion carried.

Agenda Item #4: Discussion/Action on Small Claims process for enforcement of the sanitary code. Mary handed out a small claims procedure packet (similarly used by Wood County). Martha reviewed the documents on prosecuting septic code violations via a small claims action and she has access to the forms and can create a settlement agreement between Vilas County and the property owner, if the case goes in that direction. Mary noted over 500 people did not respond to the maintenance cards in 2008. Dawn said the small claims procedure would best generate income for the office. In prior years, few citations were issued to non-respondent property owners and most of the fees collected would go to the State. She said with the new mandated sanitary requirement, a policy needs to be in place to enforce the maintenance program. Bob suggests that the County impose a late fee (such as a flat fee of \$100.00) on the Sanitary Maintenance Cards, when submitted after the return date. Chris suggests imposing the late fee and setting up the small claims procedure. Steve said the number of "no responses" needs to be reduced by eighty to ninety percent. Chris requests Martha be put on the August 6, 2009 agenda to further discuss the Small Claims process for enforcement of the sanitary code. Steve comments that policies are to first go through the zoning committee and requests a monthly agenda item informing the committee as to how many property owners did not respond to their maintenance card. The committee discusses charging a minimal fee to cover the cost of the maintenance program. Mary is to research how much the late fee should be set at and have that information for the August meeting. Mary said letters have been sent out to plumbers, soil testers, realtors, and title companies notifying them that as of July 15th the \$50.00 Maintenance Initiation Fee on our fee schedule since 2000 will now be collected.

Agenda Item #5: Subdivision Approval: Preliminary 4 lot subdivision for Benton McMullen; Part of Gov't. Lot 3, Section 19, T41N, R5E, Town of Lac du Flambeau (McMullen & Associates). Dawn spoke with Ben McMullen and said he will not be present today.

Motion by Steve Favorite, second by Bob Egan to approve subdivision subject to Town of Lac du Flambeau's approval. All say aye, motion carried.

Agenda Item #6: Updates on the POWTS Inventory for Vilas County. Mary hands out a step by step POWTS inventory procedure that the deputies will follow to complete the 3 year State requirement. Mary thanks Sue Petruzates and Lori Varro for their help. Mary explained the goal was to get to a condensed list of all older systems, systems we don't have a record of, and any systems not already on our Maintenance Program. The condensed list would be sent to Town Clerks; Town Assessors; Town Zoning Administrators; Supervisors; Pumpers; prior to the deputies sending letters or driving past any properties. Septic systems, inspections, and State requirements on Indian land were discussed. The committee discusses the County having control over seepage spreading.

Motion by Bob Egan, second by Maynard Bedish to approve the inventory procedure. All say aye, motion carried.

Agenda Item #7: Land Use Planning. The County is meeting with Dennis from NCRP on July 22, 2009 @ 9:00 a.m. Bob said Phelps is also working with Dennis, moving forward on their Comprehensive Plan and having regular meetings.

Agenda Item #8: NR115. Dawn handed out copies of the proposed NR115 and said we will have 2 years to make any necessary ordinance changes. Steve states that the DNR has somewhat modeled our ordinance and compliments past and present Zoning Chairmen, Zoning Administrator's, and the Wisconsin County Code Administrator's.

Agenda Item #11: Review Statistics and Budget. Chris questions why supplies are at 51% already. Dawn stated that includes all the Land Use Planning supplies and \$1500.00 to the Mapping Department for the existing Land Use Planning Maps that were printed. As requested, we are documenting the cost of mailing agenda's envelopes, time, maps and postage in case we exceed our budget. Steve said a transfer from the general funds to supplies can be done, if necessary. Steve noted the sanitary permits are down about thirty to forty percent from last year. Dawn states all revenue for the permits are turned over to the treasure office.

Motion by Bob Egan, second by Maynard Bedish to approve statistic and budget. All say aye, motion carried.

Agenda Item #12: Training and Out of County Travel. Mary Greenman requests permission to attend a WCCA Executive Board meeting in Stevens Point on August 28, 2009. Dawn and Mary request permission to speak at the Town of Cloverland's Lakes Association on Saturday August 8th.

Motion by Steve Favorite, second by Bob Egan to approve in and out of county travel. All say aye, motion carried.

Agenda Item #13: Sign Vouchers.

Motion by Bob Egan, second by Steve Favorite to approve vouchers. All say aye, motion carried.

Agenda Item #10: Letters and Communications. Dawn states that when NR115 goes into effect, their will be an increase in cost to our office. She suggests that the committee consider reviewing the fee schedule, something that has not been changed in 15 years. Chris requests Dawn get fee schedules from area towns and counties to use as a comparable and the committee will review results in August.

Agenda Item #9: Public Comments.

Agenda Item #14: Adjournment.

Motion by Bob Egan, second by Maynard Bedish to adjourn at 10:35 p.m. All say aye, motion carried.