

# ZONING & PLANNING COMMITTEE

## Minutes of Regular Monthly Meeting

October 7, 2010

Page 1 of 2

---

**Agenda Item #1: Call to Order.** Chris Mayer, Chairman, called the Zoning & Planning Committee Meeting to order at 9:00 a.m. on October 7, 2010 at the Vilas County Courthouse, Conference Room 2 & 3, 330 Court Street, Eagle River WI.

**Members Present:** Chris Mayer; Steve Favorite; Bob Egan; Ralph Sitzberger; Fred Radtke.

**Others Present:** Dawn Schmidt, Zoning Administrator; Tammy Baughman, Administrative Secretary; Eric Johnson; Mary Greenman, Assistant Zoning Administrator; Tom Boettcher.

**Agenda Item #2: Approve Agenda.** Motion by Fred Radtke, second by Bob Egan to approve today's agenda in any order. All say aye, motion carried.

**Agenda Item #3: Approve Minutes.** Motion by Fred Radtke, second by Steve Favorite to approve the 9/2/10 Regular Zoning Meeting Minutes and the 9/2/10 Horsehead Lake Rezone Public Hearing Minutes. All say aye, motion carried.

**Agenda Item #10: Approve 2011 Budget.** **Agenda Item #13: Review Statistic and Budget.** Dawn said no changes would be made to the 2010 anticipated budget and the new Kyocera colored copier will be purchased out of this year's budget that has been approved by both Zoning and Planning and Finance Committees; she had estimated revenue at \$209,470.00 and we are already at \$277,000.00. She said permits alone are up by 150 so far this year. Dawn reduced her 2011 operating budget by 5% for a total of \$2400.00.

Motion by Fred Radtke, second by Steve Favorite to approve the 2011 Budget and submit to Finance Committee. All say aye, motion carried.

**Agenda Item #5: Condominium Approval: A 2 Unit Preliminary Plat for Pinecone Point, a Resort Conversion Condominium; Being a Part of Outlot B of the Plat of Birchwood located in Gov't Lot 3, Section 13, T42N, R5E, Town of Manitowish Waters. (Eagle Landmark Surveying, Inc). Computer parcel #16-668.** Tom Boettcher, surveyor, said he is working with Land Records to name the easement road prior to the final recording and the Town of Manitowish Waters will approve plat after the County's approves. Steve said he would like Unit #1 to include the language on the final plat indicating that all construction into structure expansion areas will require permits and meet current ordinance requirements of Vilas County because it is a pre-existing structure between 50' and 75' to the OHWM.

Motion by Bob Egan, second by Steve Favorite to approve with the above discussed conditions on the final plat. All say aye, motion carried.

**Agenda Item #6: A Subdivision Approval: A Preliminary 6 lot subdivision for Maria Holubiw, property owner; Being a Part of the NE ¼-NE ¼ Section 33, T42N, R6E, Town of Boulder Junction (Eagle Landmark Surveying, Inc). Division of Part of Parcel No. 4- 779-01.** The committee reviewed the plat submitted by Tom Boettcher, surveyor. The property has good soils and ingress and egress to the 6 new lots which are located off an existing town road in an all-purpose zoning district.

Motion by Steve Favorite, second by Bob Egan to approve the subdivision plat as presented. All vote aye, motion carried.

**Agenda Item #9: NR115.** None.

**Agenda Item #8: Minimum Access Road Width.** Ralph would like to see for future planning, Vilas County adopt a 66' road width in our subdivision ordinance. He said eventually some of these subdivision roads are asked to be town roads and are not wide enough to allow room for utilities and emergency vehicles. Steve said most of the roads are privately owned and don't have to dedicate the right-of-way to the town plus most towns are reluctant to take over private roads. Discussion continued on minimum and maximum standard width, emergency vehicle access, right-of-way, easement roads, private roads, and town road. Fred comments how the road structure has changed and how it's important to set a standard road width for the future. Steve would be in favor of a minimum road width, but 66' would be a maximum width. Bob thinks we should leave the road width up to the towns. Chris requests the zoning staff research each town's ordinance regarding private road access, get town official input, and discussion of findings at future meeting.

**Agenda Item #14: Line Item Transfer.** Dawn wants to submit a letter to the Finance Committee taking money from different accounts (telephone, supplies & equipment, land use plan, conventions dues & meetings and travel) to pay for the new copy machine.

Motion by Bob Egan, second by Steve Favorite to approve the Line Item Transfer. All say aye, motion carried.

**Agenda Item #15: Training and Out of County Travel.** None.

**Agenda Item #11: Letters and Communication.** Fred said property owner had concerns that a driver who pumped his septic would not sign his maintenance card and was taking it back to the office to have the licensed individual sign the maintenance card. Mary said the licensed pumper (owner) who signed the card is accepting the responsibilities to the pumping.

Dawn is excused from the meeting at 9:55 a.m.

**Agenda Item #4: Refund request for Wisconsin Fund Financial Assistance Program.** Mary said a request from a property owner was submitted for one of our Zoning Deputies to do an onsite visit to see if they qualify for the Wisconsin Fund. Prior to mailing, completing and sending the forms into the state they realized they would not qualify and have requested a refund of their non-refundable \$175.00 application fee. The \$75.00 onsite inspection was conducted by our office.

Motion by Steve Favorite, second by Bob Egan to approve a \$100.00 refund and \$75.00 to be retained due to the onsite inspection conducted. All say aye, motion carried.

**Agenda Item #16: Sign Vouchers.**

Motion by Bob Egan, second by Steve Favorite to pay the bills. All say aye, motion carried.

**Agenda Item #7 Sanitary Program Updates:**

- a. **(POWTS Privates On-Site Wastewater Treatment System) Inventory for Vilas County.** Mandatory inventory of older systems is being inventoried through transfers, construction, condominium approval, and subdivision approvals.
- b. **Update on the Citation Enforcement.** Martha suggested we should not do the small claims process but proceed with the citation process. Dawn, Martha and Mary said no action would be taken on unanswered maintenance cards for 2008 and 2009. We will be taking action beginning 2010 on any unanswered maintenance cards. Dawn will send out a 2<sup>nd</sup> mailing, giving 1100 Final Septic Notices until November 15 to answer. If those property owners do not respond a \$100.00 fee, plus pumping and a civil action may result. Chris and Bob voice opinions that they are disappointed no action will be taken on the 2008 and 2009 unanswered maintenance cards.

Motion by Steve Favorite, second by Bob Egan to approve 2<sup>nd</sup> mailing of Final Septic Notice in envelopes. All say aye, motion carried.

**Agenda Item #12: Public Comments.** None.

**Agenda Item #17: Adjournment.**

Motion to adjourn meeting at 10:30 a.m. by Bob Egan, second by Steve Favorite. All say aye, motion carried.