

# ZONING & PLANNING COMMITTEE

## Minutes of Regular Monthly Meeting

March 4, 2010

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**Agenda Item #1: Call to Order:** Chris Mayer, Chairman, called the Zoning & Planning Committee Meeting to order at 10:35 a.m. on March 4, 2010 at the Arbor Vitae Town Hall, 10675 Big Arbor Vitae Drive, Arbor Vitae WI.

**Members Present:** Chris Mayer, Bob Egan, and Maynard Bedish.

**Members Absent:** Jack Harrison and Fred Radtke.

**Others Present:** Dawn Schmidt, Zoning Administrator; Tammy Baughman, Administrative Secretary; Eric Johnson; Jim Weinmann; Michael Krein; Larry Stevens; Mark Busha; Marshall Reckard; Emil Bakka..

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

**Agenda Item #3: Approve Minutes:** Motion by Bob Egan, second by Maynard Bedish to approve the 2/4/10 Regular Monthly Meeting Minutes. All say aye, motion carried.

**Agenda Item #4: Discuss Telecommunication Tower policy and procedure:** Chris suggests we discuss this matter when our full committee and corporation counsel is present. Jim Weinmann commented we already have a good ordinance in place, yet it may benefit us to get some information from other county ordinances with the same unique qualities with all the surrounding lakes. He said he would like us to notice Jim Cheshire when future discussions regarding policy and procedures of cell towers will be on future agenda's.

**Agenda Item #5: Subdivision Approval: Preliminary 3 lot Subdivision for Robert Lucas, Being a Part of the NE1/4 of the NW 1/4, Section 1, T41N, R11E Town of Phelps (Northwood's Surveying) Division of Part of Parcel No 18-9: Surveyor, Dave Konopacky stated the DOT would not require an access permit for the existing driveway on Lot 1. Lot 2, 3 and 4 will access off Buell Lane. The soil conditions will require mound septic systems. Dawn said the legend statement needs to be corrected on the final plat.**

Motion by Bob Egan, second by Maynard Bedish to approve the subdivision with the condition that the legend statement is corrected on the final plat. All say aye, motion carried

**Agenda Item #6 Schedule a Public Hearing on an Application for a Conditional Use Permit submitted by Larry Stevens, Vilas County Forest Administrator, Agent for Vilas County, property owner; to construct one ball diamond and 10 soccer fields by excavating topsoil, screening of topsoil, re-applying topsoil, grading, seeding, fertilizing, and mulching of 21 acres, located in the SW1/-NW1/4, Section 24, T40N, R9E, Town of Cloverland. All-Purpose Zoning District, Parcel #6-618.:** The public hearing is tentatively scheduled for Tuesday, April 6, 2010 @ 9:00 a.m. at the Cloverland Town Hall.

**Agenda Item #7: Schedule a Public Hearing on an Application for a Conditional Use Permit submitted by Vilas County, property owner, Landfill Venture Group, Agent; regarding the Vilas County Landfill located in the SE/SE SW/SE SE/SW Section 6, T40N, R9E, NE/NE NW/NE NE/NW Section 7, T40N R9E, Town of Cloverland. Forestry Zoning District, Parcel #'s 6-156, 6-159, and 6-160.:** The public hearing is tentatively scheduled for Tuesday, April 6, 2010 following the public hearing scheduled @ 9:00 a.m. regarding soccer fields at the Cloverland Town Hall.

**Agenda Item #18: Confirm Regular Zoning & Planning Meeting scheduled for April 1, 2010.** The Regular Zoning & Planning Meeting will immediately following (2) tentatively scheduled public hearings to being on Tuesday, April 6, 2010 @ the Cloverland Town Hall the first to begin at 8:30 a.m.

**Agenda Item #8: Resolution: Presque Isle Zoning Ordinance Amendments.** Marshall discusses the changes to their ordinance and Land Use Plan. He said they are trying to be more compatible with the counties ordinance language. In definitions they changed, building, deck, frontage width and habitable living area; plan commission; Zoning Administrator UDC; zoning districts; unnecessary hardship; lots; driveways; lake frontage measurement; eighty percent rule; exhibit A permit fees.

Motion by Bob Egan, second by Maynard Bedish to approve resolution and move forward to full county board. All say aye, motion carried.

**Agenda Item #10: Sanitary Program Updates:**

- a. **POWTS (Private On-Site Wastewater Treatment System) Inventory for Vilas County.** Mary hands out a newly created brochure explaining the maintenance program, septic systems, Wisconsin Fund, Drainfield, Septic Inspection Law, Failing Systems, Is My System on the Program and How Does an Older System get into the Maintenance Program. The brochures are part of the educational efforts taken by the Zoning Office. A letter was created explaining the Maintenance Program and the State Mandated Inventory requirement. The whole office pulled together to give ideas for the brochure;

however, Mary would like to give special credit to Sue Petruzates. She requests permission to mail 2,059 of these brochures and letters to property owners. Bob asked if having your system pumped was a form of having your system inspected, and Mary said it is. The person who pumps the tank will have to inspect the ground (septic system) to make sure there is no ponding.

Motion by Bob Egan, second by Maynard Bedish to approve mailing 2059 brochures and letters. All say aye, motion carried.

- b. Update on the Small Claim Enforcement. Mary said we will be moving forward on the small claims enforcement, once Martha has mailed the final letter. She handed out the new septic card, design to be enclosed in an envelope that has a red stamp on the outside of the envelope that states "SEPTIC NOTICE". Chris requested Mary correct the card to include the \$100.00 for Unanswered Maintenance Request. Emil Bakka, Vilas County Supervisor, Representative for Arbor Vitae, commented from the audience that this new format will catch the attention of the property owner.

**Agenda Item #9: 2010 Annual Report:** Dawn said the 2009 Annual Report was reformatted and condensed to save paper, make it easier to understand, we remove individual property owners names from report, and added a year in review summary page. Bob comments the new format is more enjoyable for him to read.

Motion by Chris Mayer, second by Maynard Bedish to approve the 2009 annual report as presented and move forward to full county board for approval. All say aye, motion carried.

**Agenda Item #12: NR115:** The resolution for the \$5,000.00 grant money will be presented at the April's Zoning meeting and the application will be submitted by May 1<sup>st</sup>. Dawn will give a power point presentation to the Lakes, Builders, Landscapers, and Realtors Association explaining NR115 vs Vilas County rules.

**Agenda Item #13: Letters and Communications:** None

**Agenda Item #15: Review Statistics and Budget:** We are up a total of 30 permits from last year.

Motion by Maynard Bedish, second by Bob Egan to approve the statistics as presented. All say aye, motion carried.

**Agenda Item #16: Training and Out of County Travel:** Dawn and Mary requests permission to attend the WCCA 2010 Spring Conference March 25 & 26 in Mosinee for overnight stay and mileage and Mary to attend a one day training session in Langlade County on March 16, for mileage.

Motion by Bob Egan, second by Maynard Bedish to approve training and out of county travel as presented. All say aye, motion carried.

**Agenda Item #17: Vouchers:**

Motion by Maynard Bedish, second by Bob Egan to approve bills as presented. All say aye, motion carried.

**Agenda Item #14: Public Comments:** Dawn suggested and committee agreed to remove the "estimated values" from the informational statistical report as the information that is being provided by the property owner is only an "estimated cost of project at the time of permit."

**Agenda Item #11: Land Use Planning:** None

**Agenda Item #19: Adjournment:** Motion by Maynard Bedish, second by Bob Egan to adjourn. All say aye motion carried. Adjourned at 11:57 a.m.

NOTE TO MINUTES:

The (2) Conditional Use Permit Public Hearings and Regular Zoning & Planning Meeting that are scheduled for April 6, 2010 beginning @ 9:00 a.m. at the Cloverland Town Hall have been moved to the Vilas County Courthouse, Conference Rooms 2 & 3, 330 Court Street, Eagle River WI the first Public Hearing for the Soccer fields is scheduled to begin at 8:30 a.m.