

# ZONING & PLANNING COMMITTEE

## Minutes of Regular Monthly Meeting

May 5, 2011

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**Agenda Item #1: Call to Order.** Steve Favorite, Vice-Chair called the Zoning & Planning Committee Meeting to order at 9:10 a.m. at the Winchester Town Hall, 10363 County Road W, Winchester WI.

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

**Members Absent:** Chris Mayer.

**Others Present:** Dawn Schmidt, Zoning Administrator; Tammy Baughman, Administrative Secretary; Gary Peske; Marshall Reckard; Sue Ackland; Jim Rein.

**Agenda Item #3: Approve Minutes.** Motion by Ralph Sitzberger, seconded by Bob Egan to approve the 4/7/11 Regular Monthly Meeting Minutes. All say aye, motion carried.

**Agenda Item #2: Approve Agenda.** Motion by Bob Egan, seconded by Ralph Sitzberger to approve agenda to be discussed in any order. All say aye, motion carried.

**Agenda Item #6: Sanitary Program Updates:**

- a. POWTS (Private On-Site Wastewater Treatment System) Inventory for Vilas County. Dawn explained that our AS400 Sanitary Permit database will be updated to separate inventoried properties that don't have soil tests from the ones that submit soil test. We currently send anywhere between 5000 to 5500 maintenance cards out of our office each spring. Dawn said the 6000 inventoried systems will be entered manually and she would like to divide them up equally into our three year pumping cycle. The inventoried property owners will automatically be sent a merged form letter telling them they are now on the maintenance program and will need to get their septic system pumped or inspected every three years. Dawn said she will return to the committee as to how the letter will be sent out; e.g. a lottery system. She said our postage, paper, and envelopes will increase next year as we will be sending out at least 7,500 maintenance cards yearly. We currently have 16,616 on the maintenance program and an additional 6,868 systems will be added. Left to be inventoried is 6 in Lac du Flambeau and 99 in Washington.
- b. Update on Citation Enforcement. Martha, Corporation Counsel is reviewing our citations before final printing. Pumping/Inspection notices for 2011 are being sent out next week and to be returned by August 1<sup>st</sup>; a second card will go out and must be returned by October 1, 2011. Our citation enforcement process will begin with the 2011 non-compliance maintenance cards.

**Agenda Item #5: Condominium Approval: A 7 Unit Final (review) for Northway Commercial (Non-Residential) Condominium: Part of the NW1/4 of the SW1/4, Section 25, T40N, R6E, Town of Arbor Vitae. (Wilderness Surveying, Inc).** Jim Rein submitted a final plat for property owner's Scott and Patrick Abraham's on a 7 unit existing building located near the corner of Hwy 51S and 70E in the Town of Arbor Vitae. DOT Hwy access was approved back in 2007 with the original commercial construction of the buildings, septic and well. Dawn said that if this was a conversion condominium by statutes you need to indicate that on the plat. Jim responded that the use of the structure was never opened. Dawn clarified that if it never had a use or was opened, it is considered a new condominium.

Motion by Bob Egan, second by Ralph Sitzberger to approve the Condominium Plat as presented. All say aye, motion carried.

**Agenda Item #8: Review Wireless Communications Ordinance Draft.** Dawn discussed the changes based on Martha, Corporation Counsel's review. Gary Peske said the Communications Committee was mostly interested in co-location and overall thought the ordinance amendments were good. Bob stated he has been involved with these changes from the beginning and an incredible job has been done by all that have been involved to bring affordable broadband access to our communities. Steve says "and this is in the best interest of the public."

Motion by Bob Egan, second by Fred Radtke to approve the revised draft and send it to public hearing. All say aye, motion carried.

- a. **Schedule Public Hearing.** The public hearing on the Wireless Communications Ordinance Amendments is scheduled for June 2, 2011 9:00 a.m. at the Land O' Lakes Town Hall in Land O' Lakes WI. The zoning and planning regular agenda meeting will follow.

**Agenda Item #4: Resolution; Lac du Flambeau Comprehensive Zoning Ordinance 93-4 Amendments.** Sue Ackland, Zoning Administrator said the town has been working on changes for 3 or 4 years and their objective is to make it more user-friendly. Condominiums, boathouses, mitigation, 750/SF for a dwelling, camping on vacant lots with sanitation were discussed. Dawn is requested to ask Martha, Corporation Counsel, if Vilas County amends their ordinance that creates a town to be less restrictive than the county; is there a timeline for the town to become compliant with our ordinance. Steve said section 12-4 has some conflicting information regarding the driveway language that existed and Sue said it was a cut and paste error that she will correct. Steve shared his thoughts on the above discussed items and felt he could not approve the resolution today as the committee chairman was not present and he represents the Town Lac du Flambeau. Ralph feels when the town has their own zoning and takes their own responsibility to have a public hearing then they should be able to do what they want. Fred Radtke said information was missing. Bob said the town should be allowed to create their own restrictions as they see benefits to their own town but would like to postpone this until next month's meeting when Chris is present as he represents the township.

Motion by Bob Egan, seconded by Fred Radtke to postpone resolution until next month's meeting. Discussion. All say aye, motion carried.

**Agenda Item #7: NR 115.** Dawn said she has scheduled informational meetings to discuss NR115 with contractors, realtors and property owners in June.

**Agenda Item #11: Letters & Communications.** None.

**Agenda Item #13: Public Comment.** None.

**Agenda Item #15: Training and Out of County Travel.** Mary requests permission to attend the WCCA Executive Board meeting on June 17, 2011 in St. Point.

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

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

Motion by Fred Radtke, seconded by Ralph Sitzberger to pay the bills. All say aye, motion carried.

**Agenda Item #17: Confirm June 2, 2011 Meeting.**

**Agenda Item #10: It is anticipated that a motion will be made and seconded to convene into closed session pursuant to Wis. Stat. 19.85 (1)(c) for the purpose of considering employment or performance evaluation data of a public employee over which the governmental body exercises responsibility.**

Motion by Bob Egan, second by Ralph Sitzberger to convene into closed session at 10:35 a.m. Steve Favorite recused himself from the closed session. Fred Radtke voted aye, motion carried.

**Agenda Item #11: Return to open session pursuant to Wis. Stats. 19.85 (1)(c).**

Motion by Fred Radtke, second by Ralph Sitzberger to return to open session pursuant to Wis. Stats. 19.85 (1)(c) at 11:01 a.m. Bob Egan voted aye, motion carried.

**Agenda Item #12: Committee may take action on any matter discussed in closed session.**

Motion by Ralph Sitzberger, seconded by Fred Radtke to cross train the office secretaries as directed by the Zoning Administrator. Bob Egan voted aye, motion carried.

**Agenda Item #18: Adjournment.**

Motion by Fred Radtke, seconded by Ralph Sitzberger to adjourn meeting at 11:02 am.