

# ZONING & PLANNING COMMITTEE

August 2, 2012

## Minutes of July Regular Monthly Meeting

Vilas County Courthouse

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**Agenda Item #1: Call to Order.** The Chairman calls the Zoning and Planning Meeting to Order at 9:02 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; James Galloway, Vilas County Emergency Management Director; Janna Kahl, Vilas County Human Resources Manager; Tom Boettcher, Eagle Landmark Surveying, Inc.; Shane Begley, Begley Wireless Consulting Services, LLC.

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

**Agenda Item #3: Approve 7/5/2012 CUP 2003-08 Amendment Public Hearing Minutes, 7/5/2012 CUP 2012-01 Public Hearing Minutes, 7/10/2012 Johns Rezone Public Hearing Minutes, 7/10/2012 Regular Monthly Meeting Minutes, and Amended 6/7/2012 Regular Monthly Meeting Minutes.** Motion by Steve Favorite, seconded by Chuck Hayes, to approve the minutes as presented. All say aye, motion carried.

**Agenda Item #9: Zoning Administrator Job Description.** Ms. Kahl explains that she has reviewed and revised the Zoning Administrator job description created by Vilas County Corporation Counsel Martha Milanowski and ZA Dawn Schmidt in 2011 and has added solid waste and recycling duties to it. Discussion regarding the history of the job description. Motion by Steve Favorite, seconded by Kathleen Rushlow, to accept the draft of the Zoning Administrator job description as presented and forward it to the Personnel Committee for consideration. All say aye, motion carried.

**Agenda Item #4: Subdivision Approval: A Preliminary four lot subdivision for Todd Geurts, property owner, Being a Part of NW¼, NE¼, Section 6, Town 42 North, Range 10 East, Town of Land o' Lakes, Vilas County, Wisconsin (Eagle Landmark Surveying, Inc). Division of Parcel No. 12-1647-03.** ZA Dawn Schmidt explains that there used to be a house on Lot 2 of the proposed subdivision but it was removed some time ago. Mr. Mayer explains the process of subdivision review. The Committee discusses potential access for each lot of the subdivision with Mr. Boettcher. Mr. Boettcher explains that the land is level and that each of the soil borings shows an area suitable for a conventional POWTS. Motion by Steve Favorite, seconded by Kathleen Rushlow, to approve the subdivision as presented. All say aye, motion carried.

**Agenda Item #5: Schedule a Public Hearing on an application for Conditional Use Permit #2012-02 to allow a wireless communication tower on Part of SW¼, SW¼, Section 33, Town 44, Range 6 East, Town of Presque Isle, Vilas County, Wisconsin.** The public hearing will be held on Tuesday, August 28, 2012 at 9:00 AM at the Presque Isle Community Center.

**Agenda Item #6: Schedule a Public Hearing on an application for Conditional Use Permit #2012-03 to allow a wireless communication tower on Parcel 7 of Beaver Settlement of Natural Lakes Private Preserve in SE¼, NE ¼, Section 14, Town 43 North, Range 7 East, Town of Presque Isle, Vilas County, Wisconsin.** The public hearing will be held on Tuesday, August 28, 2012 immediately following the 9:00 AM scheduled public hearing at the Presque Isle Community Center.

**Agenda Item #7: Schedule a Public Hearing on an application for Conditional Use Permit #2012-04 to allow a wireless communication tower on Part of NW¼, SE¼, Section 34, Town 44 North, Range 6 East, Town of Presque Isle, Vilas County, Wisconsin.** The public hearing will be held on Thursday, September 6, 2012 at 9:00 AM at the Conover Center. The onsite inspection will be held on Tuesday, August 28, 2012 at 9:00 AM.

**Agenda Item #8: Schedule a Public Hearing on an application for Conditional Use Permit #2012-05 to allow a wireless communication tower on E½, SW¼, NE¼, Section 9, Town 41 North, Range 10 East, Town of Conover, Vilas County, Wisconsin.** The public hearing will be held on Thursday, September 6, 2012 immediately following the 9:00 AM scheduled public hearing at the Conover Center.

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**Agenda Item #10: NR 115.** There is no new information regarding NR 115 at this time.

**Agenda Item #11: Solid Waste & Hazardous Materials Recycling.** ZA Dawn Schmidt presents a press release regarding the Lac du Flambeau Hazardous Waste Collection and explains that the next collection will be in Eagle River on Friday and Saturday. She informs the Committee that the Zoning Office is in the process of getting pictures of the local transfer sites to include on the website, and that she has recycling grants that are due in both September and October.

**Agenda Item #12: Letters and Communications.** ZA Dawn Schmidt explains that there are two hot button issues that she is working on with Corporation Counsel Martha Milanowski.

ZA Dawn Schmidt reads a letter from the Town of Plum Lake regarding a junkyard in the Town. Ms. Schmidt discusses the history of this property and states that she will pass the complaint on to the Public Health Department.

ZA Dawn Schmidt reads a letter from the Friends of Armour Lake regarding a junkyard in the Town of Presque Isle. Discussion of the history of the property. ZA Dawn Schmidt states that the County will begin the process of going to court again with this property.

ZA Dawn Schmidt reads two letters regarding the County's non-participation in the National Flood Insurance Program. Discussion regarding an upcoming LIDAR project that will map the county in three dimensions with 2-foot contour lines. Discussion regarding initiating floodplain zoning after the LIDAR project is finished. The Committee directs the Zoning Administrator to respond to the letters to notify residents that the County is beginning the process of adopting floodplain zoning.

**Agenda Item #13: Review Statistics and Budget.** ZA Dawn Schmidt informs the Committee that the Zoning Office has been very busy, and that permits and revenues are up compared to 2011. She explains that there are two budget lines that will need more money: postage and Xerox. Discussion of the use of these budget lines. ZA Dawn Schmidt informs the Committee that she discussed combining the Zoning and Solid Waste & Recycling budgets with the Financial Manager and that he informed her that they must stay separate. Discussion regarding the Solid Waste and Recycling budget.

**Agenda Item #14: Training and Out of County Travel.** ZA Dawn Schmidt states that there is no training or out of county travel at this time but that there is wetland training in September that she would like to send some Deputy Zoning Administrators to. She states that she will present that to the Committee for their approval at the September meeting.

**Agenda Item #15: Confirm September regular meeting, location, and date.** The September regular meeting will be held on Thursday, September 6, 2012 at immediately following the public hearings scheduled for that date at the Conover Center.

**Agenda Item #17: Adjournment.** The Chairman adjourns the meeting at 10:12 AM.