

ZONING & PLANNING COMMITTEE

January 3, 2013

Minutes of January Regular Meeting

Vilas County Courthouse Conference Rooms #3

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Agenda Item #1: Call to Order. The Vice-Chairman calls the Zoning and Planning Committee Meeting to Order at 9:02 AM at the Vilas County Courthouse, Conference Room #3, 330 Court St, Eagle River, Wisconsin.

Members Present: Chris Mayer, Chairman; Lorin Johnson, Vice-Chairman; Chuck Hayes; Kathleen Rushlow, Ralph Sitzberger.

Others Present: Dawn Schmidt, Zoning Administrator; David Sadenwasser, Administrative Secretary; Stu Foltz, Foltz & Associates, Inc.

Agenda Item #2: Approve Agenda. Motion by Kathleen Rushlow, seconded by Chuck Hayes, to approve the agenda in any order to be discussed by the Chair. All say aye, motion carried.

Agenda Item #3: Approve 12/6/2012 Regular Monthly Meeting Minutes. Motion by Chuck Hayes, seconded by Kathleen Rushlow, to approve the minutes as presented. All say aye, motion carried.

Agenda Item #4: Subdivision Approval: A Preliminary eighty-three (83) lot subdivision for Highway 51 Properties, LLC, property owner, Being a Part of Government Lot 8, Section 13, and NW¹/₄, SW¹/₄, Section 24, Town 42 North, Range 5 East, Town of Manitowish Waters, Vilas County, Wisconsin (Foltz and Associates, Inc.). Division of Parcels Number 16-618-13, 16-1224, 16-1225. Mr. Foltz states that the properties along the highway are zoned Community Business (CB) by the County, and General Business (GB) by the Town of Manitowish Waters (the Town), and that the rest is zoned Recreation (REC) by both entities. He explains that easement roads have been created for access to each of the lots, and that this subdivision is intended for development by succeeding generations of the family. Discussion regarding the width of the proposed easement roads and emergency access. Discussion regarding utility easements and access. Mr. Foltz informs the Committee that this subdivision will go for final approval by the Town on January 6, 2013. **Motion by Chuck Hayes, seconded by Kathleen Rushlow, to conditionally approve the subdivision as presented subject to approval by the Town of Manitowish Waters. Mr. Mayer, Mr. Johnson, Mr. Hayes, Ms. Rushlow in favor, Mr. Sitzberger opposed. Motion carried.**

Agenda Item #5: Request for Fee Adjustment – Foltz & Associates, Inc. Mr. Foltz states that he feels the fees for above approved subdivision are excessive considering that the property is flat with consistent soils, and asks for an adjustment in fees. Discussion regarding the work of approving this particular subdivision and potential fee adjustments. The Committee agrees that this is a unique situation for a subdivision that has not come up before. **Motion by Chuck Hayes, seconded by Ralph Sitzberger, to adjust the fees for the subdivision to \$2100 and to refund the difference due to extenuating circumstances. All say aye, motion carried.**

Agenda Item #6: Deputy Zoning Administrator Vacancy. ZA Dawn Schmidt explains that there is another Deputy Zoning Administrator leaving the office due to the Reduction in Force (RIF) and asks to replace the position. Mr. Mayer notes that this puts the Zoning Office into an unmanageable position. ZA Dawn Schmidt advises the Committee that if they do not take action on this issue now any replacement would not start until the middle of the building season. Discussion regarding the role of the Human Resources director and the role of the Committee. ZA Dawn Schmidt states that she has a qualified candidate within the office that she would like to promote, and that she would like to fill his Administrative Secretary A position at the same time. Discussion regarding the replacement of both positions. ZA Dawn Schmidt states that the Treasurer has asked if Deputy Zoning Administrator Sue Petruzates can assume her duties as Deputy Treasurer one week early. Mr. Mayer states that he has no problem with that. Discussion regarding how the filling of positions is being handled within the RIF. ZA Dawn Schmidt notes that her staff has been very accommodating with taking on new and additional work to make up for lost positions, and that there has been little animosity regarding the RIF in the Zoning Office. Mr. Mayer notes that the Zoning Office has given a lot to help with budgetary concerns, and that if more help is needed in the future it will be provided. **Motion by Mr. Johnson, seconded by Mr. Sitzberger, to recommend to the Human Resources Manager and the Personnel Committee that the vacant Deputy Zoning Administrator position be filled by Administrative Secretary A David Sadenwasser, and that the**

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Administrative Secretary A position be filled in-house through a lateral move to keep the intent of the Reduction in Force. All say aye, motion carried.

Agenda Item #7: Zoning & Sanitary Fee Schedule. ZA Dawn Schmidt states that she looked into the fees of surrounding counties and opines that most of our current fees are right where they should be, but that we are a little low with Single Family Dwellings, Commercial Structures, and additions. She suggests that they be amended to \$0.20/sq ft. Discussion regarding the reasons for and process of amending the fee schedule. **Motion by Kathleen Rushlow, seconded by Chuck Hayes, to recommend the fee schedule be amended to reflect and increase to \$0.20/ sq ft for dwellings, commercial structure, and additions. All say aye, motion carried.** ZA Dawn Schmidt also informs the Committee that we are one of the few area counties that do not charge a filing fee for Certified Soil Tests. Discussion regarding fees for soil tests. **Motion by Ralph Sitzberger, seconded by Chuck Hayes, to recommend a \$20 filing fee for certified soil tests. All say aye, motion carried.**

Agenda Item #8: Letters and Communications. ZA Dawn Schmidt reads a letter from the Flowage Preservation Alliance regarding floodplain zoning. Discussion regarding potential timing and impacts of a Floodplain Zoning Ordinance. ZA Dawn Schmidt states that she will contact the Wisconsin Department of Natural Resources regarding the timing of enacting a Floodplain Zoning Ordinance.

Agenda Item #9: Review Statistics and Budgets. ZA Dawn Schmidt states that permits and revenues for 2012 are up and have exceeded projections. She also states that there will be money left in the budget at the end of the year. She states that a line item transfer request for overspend budget lines has been submitted to the Finance Director. Discussion regarding the types of permits issued.

Agenda Item #10: Training and Out of County Travel. ZA Dawn Schmidt states that she has been elected as the President of the Northeast Wisconsin County Code Administrators (NEWCCA), which puts her on the Executive Council for the Wisconsin County Code Administrators (WCCA). She asks permission to travel to the Executive Council meeting January 17-18, 2013 in Wausau and notes that the WCCA pays for her lodging. **Motion by Ralph Sitzberger, seconded by Chuck Hayes, to approve the out of county travel for Dawn Schmidt. All say aye, motion carried.** ZA Dawn Schmidt states that she would like to send Administrative Secretary David Sadenwasser to a yearly Non-Metallic Mining Roundtable in Menasha on January 24, 2013. **Motion by Ralph Sitzberger, seconded by Kathleen Rushlow, to approve the out of county travel for David Sadenwasser. All say aye, motion carried.**

Agenda Item #13: Confirm February regular meeting, location, and date. The February regular meeting will be held on Tuesday, February 5, 2013 at 9:00 AM in the Vilas County Courthouse Conference Room #1.

Agenda Item #14: Adjournment. The Chairman adjourns the meeting at 10:37 AM.

Minutes reflect the recorder's notations and are subject to approval by the appropriate board or committee.