

Planning & Zoning Department

Narrative Report - 2019

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2019

Budget \$450,252

This is a decrease of \$ 20,353 from the 2018 adopted budget . Several small budget adjustments were made to legal fees, mileage and registration fees.

Revenues are projected to increase \$ 8,400 in 2019 to \$214,050.00

This will require a levy of \$ 236,202, a 6.9% decrease from 2018.

Department News

Tracy Pooler received his credentials for Soil Testing and POWTS Inspector.

Krystal Hagstrom received her credentials for Soil Testing and POWTS Inspector. She received a Grade/Step increase and Title change.

Rob Schierman moved into the position of 1st Vice President of the Wisconsin County Code Administrators (WCCA). He has been on the board since 2016. He is the inspector for the Town of Hughes.

Jen Croonborg-Murphy left employment with Bayfield County on March 9, 2018. She took a position with the WI DNR (Ashland branch).

Todd Norwood replaced Jen. He was hired May 7, 2018. He is the AZA for the Northern Half of the county and will be seeking his Soil Testing and POWTS credentials in 2019.

David Zepczyk was selected to replace Bill Bussey on the Planning and Zoning Committee in April 2018.

© 8/8/18

Message from Director by Rob Schierman

The Planning and Zoning Department, again, has had to work through some staffing changes in 2018. Jenny Murphy took a position with the Wisconsin Department of Natural Resources in March, and Todd Norwood was selected as the Assistant Zoning Administrator for the northern half of Bayfield County in May of 2018.

Land Use Permit numbers continued to be on the increase through the end of 2017, up just over 6% from 2016. In 2017 the Planning and Zoning Department permitted \$28,502,842.00 worth of development projects in the county, compared to \$21,725,490.00 in 2016. The Bayfield County Planning and Zoning Department continues to have significant contact with the citizens and business owners of the county, while assisting in the economic development and residential development that continues to grow.

The Planning and Zoning Department would like an increase in funding, for 2019, to provide for some additional training opportunities including wetlands identification training. Currently, if an applicant needs wetland delineation there is a significant waiting period, up to two months in some instances. Additional training of county staff would decrease the permit turnaround time for properties with wetland concerns.

Submitted by Director (8/22/18)

Purpose of Board of Adjustment

This board is a quasi-judicial body that hears and decides variances, special exceptions, and appeals of determinations by Bayfield County Planning and Zoning Department for County Ordinance(s) Titles 13-16.

Variations

Title 13, Chapter 1, Article F, Section 13-1-102

Special Exceptions

Title 13, Chapter 1 Article B, Section 13-1-22 (j)

Appeal

Title 13, Chapter 1, Article B, Section 13-1-102 (c) (e)

Non-Metallic Mining - We have **69** pits permitted for 2018. We collected **\$22,850.00** in fees for 2018, **\$1,050.00** in ATF fees and paid out **\$4,505.00** to the WI DNR in comparison to \$22850.00 collected in 2017 and paying out \$4,505.00 to WI DNR.

The **Continuing Education Workshop** for Plumbers, Soil Testers and Septage Pumpers was not held in 2018.

2019 (Department Proposal)
Budget \$18,735.00 (Dept)

This is a decrease of \$7,465 under 2018 budget approval

Revenues are projected to decrease \$1,600 in 2019 (\$4,050)

This will require a levy of \$ 14,685.00.

Budget - Board of Adjustment

The Board of Adjustment meets once a month on the last Thursday except for November/December they meet the 1st Thursday of December.

The Board is appointed by the County Board Chairman. The Board consists of 5 Members, 2 Alternate Members, Corp. Counsel and Court Reporter.

Board Members :

| | | |
|---------------------------|------------------|------------------------|
| Randy Matis, Chairman | (Sept. 30, 2001) | Town of Grand View |
| Richard Compton, V. Chair | (April 18, 2006) | Town of Bayfield |
| | (July 1, 2014) | |
| Jane Bucy | (July 1, 2015) | Town of Clover Michael |
| Dresen | (June 20, 2017) | Town of Delta |
| Mark Hoefling | (June 20, 2017) | Town of Orienta |

Alternates :

| | | |
|------------------|------------------|---------------|
| Dennis Rasmussen | (Sept. 30, 2001) | Town of Cable |
| Frank Kostka | (March 30, 2010) | Town of Mason |

| | |
|--|------------------|
| Craig Haukaas, Corp Counsel | (May 1, 2018) |
| MaryAnn (Sid) Maple, Court Reporter | (April 26, 2007) |

Randy Matis resigned from the board on August 30, 2018 to pursue his guide business.

2014

| | |
|-----------------------|--------------------|
| Budget: | \$27,410.00 |
| Expenses: | \$18,507.84 |
| Revenue: | \$ 5,600.00 |
| Fees Collected | \$ 6,200.00 |
| # of Cases | 9 |

2015

| | |
|-------------------------|--------------------|
| Budget: | \$20,975.00 |
| Expenses: | \$22,346.61 |
| Revenue: | \$ 5,600.00 |
| Fees Collected : | \$10,950.00 |
| # of Cases: | 8 |

2016

| | |
|-------------------------|--------------------|
| Budget: | \$ 22,045.00 |
| Expenses: | \$ 8,830.04 |
| Revenue | \$ 6,500.00 |
| Fees Collected : | \$ 2,400.00 |
| # of Cases: | 3 |

2017

| | |
|-------------------------|---------------------|
| Budget: | \$ 20,555.00 |
| Expenses: | \$ 29,942.23 |
| Revenue | \$ 4,500.00 |
| Fees Collected : | \$ 4,300.00 |
| # of Cases: | 6 |

2018 (thru July)

| | |
|-------------------------|--------------------|
| Budget: | \$ 26,200.00 |
| Revenue | \$ 5,650.00 |
| Expenses: | \$ 7,385.06 |
| Fees Collected : | \$ 2,950.00 |
| # of Cases: | 4 |

Cases & Expenses - Board of Adjustment

There has been **(4)** meetings consisting of **(3)** cases heard so far in 2018. The Board's Per Diem and Mileage per meeting is **\$ 250.00 / \$182.58** (unless a sub attends). The average cost for Corp. Counsel is **\$800/900 ?** and Court Reporter **(\$75-80)**. **Board /Legal cost is \$1,357.58**. **Legals for Daily Press average \$177.00**. **Total of \$ 1,534.58 a meeting (no staff time involved)**

A **Variance** costs **\$800** and a **Special Exception** costs **\$550**. These requests are made because what they want to do is not allowed by ordinance/rules. **The amount it costs for Brd Mbrs /Legal to attend a meeting is \$1,427.58**

The cost of a **(3)** hour meeting came to a total of **\$2,752.52**. When \$800 is paid to have the rules bent to accommodate a situation. Tax payers pick up the remaining tab **\$1,952.52 / \$2,202.52**.

Budget - Planning and Zoning Committee

The Planning and Zoning Committee meets once a month on the third (3rd) Thursday. The Committee is elected officials appointed by the County Board Chairman. The Board consists of 5 Members.

The **Committee Members** are:

| | |
|------------------------------|---|
| Brett Rondeau, Chairman | (May 12, 1998) Town of Cable |
| Dennis Pocernich, Vice Chair | (April 19, 2012) Town of Barksdale |
| Fred Strand | (April 17, 2014) Town of Oulu |
| Jeff Silbert | (April 19, 2016) City of Washburn (Ward 1 & 2) |
| David Zepczyk | (April 17, 2018) Town of Lincoln |

Cases & Expenses Planning & Zoning Committee

The Board's Per Diem and Mileage to attend a meeting is \$ 387.70
 Legal Notices (Daily Press) for 2017 was \$2,380.95
Total cost for meeting: \$2,768.65 (does not include staff time)

Planning and Zoning Committee:

- 2013** (18) Public Hearing Items (4) Text Amendments; and (14) Special Uses. Meeting time average was 1.0 hour.
- 2014** (14) Public Hearing Items (2) Text Amendments; and (19) Special Uses. Meeting time average was is 1.02 hours.
- 2015** (30) Public Hearing Items (3) Text Amendments; (0) Plat; and (12) Special Uses.
- 2016** (16) Public Hearing Items (1) Text Amendments; (0) Plat; and (9) Special Uses.
- 2017** (23) Public Hearing Items (2) Text Amendments; and (17) Special Uses. Meeting time average was 1.0 hour.

Planning & Zoning Department Expenses (for P & Z Meetings)

Planning and Zoning Department :

- 2013** Earned \$ 450.41 in Comp. Wages
- 2014** Earned \$ 653.08 in Comp. Wages
- 2015** Earned \$ 274.38 in Comp. Wages
- 2016** Earned \$ 601.60 in Comp. Wages
- 2017** Earned \$ 897.65 in Comp. Wages

Purpose of Committee

The responsibility of the Planning and Zoning Committee is to administer and interpret ordinances and supervises the Planning and Zoning Department. This Committee hears and decides:

- Conditional Use Applications
- Amend Zoning Ordinances
- Amend Zoning District Maps
- Special Use (Class B)
- Plats and/or Subdivision
- Citizens' Concerns and Input

Total Fees Collected include Mtg Fees.
 Mtg Fees are what was collected for P & Z Committee Meetings.

| | |
|----------------------------|---------------|
| 2014 | |
| Budget: | \$390,319.00 |
| Expenses: | -\$392,777.27 |
| Revenue: | \$180,000.00 |
| Fees Collected: | \$192,058.06 |
| # of Meetings : | 10 |
| Mtg Fees: | \$ 8,875.00 |
| 2015 | |
| Budget: | \$377,267.00 |
| Expenses: | \$246,903.51 |
| Revenue: | \$185,000.00 |
| Fees Collected: | \$133,503.56 |
| # of Meetings: | 12 |
| Mtg Fees: | \$ 7,700.00 |
| 2016 | |
| Budget: | \$426,896.00 |
| Expenses: | \$278,309.85 |
| Revenue: | \$190,000.00 |
| Fees Collected: | \$130,956.37 |
| # of Meetings: | 5 |
| Mtg Fees: | \$ 7,175.00 |
| 2017 | |
| Budget: | \$432,801.00 |
| Expenses: | \$423,015.90 |
| Revenue: | \$195,000.00 |
| Fees Collected: | \$201,630.99 |
| # of Meetings: | 10 |
| Mtg Fees: | \$ 11,625 .00 |
| 2018 (through July) | |
| Budget: | \$444,405.00 |
| Expenses: | \$278,309.85 |
| Revenue: | \$210,000.00 |
| Fees Collected: | \$120,515.00 |
| # of Meetings: | 4 |
| Mtg Fees: | \$ 7,175 .00 |

Deb Kmetz - Office Manager

Deb started working for the County as LTE/Seasonal/Casual employee August 30, 1993 in the Register of Deeds Office; she transferred to the Planning & Zoning Department in July of 1996 as a Seasonal/Casual Employee and was hired full time October 16, 1996.

She prepares the public hearing notices, and agendas for Board of Adjustment and Planning and Zoning Committee; handles the web site, fox-it/drop-box; assists Corp Counsel with ordinance amendments and updates; budget preparation and reports; payroll, accounts payable/ receivables, filing, data-entry, handles the legalities of state statutes requirements; assists the public (via phone/service desk); prepares and updates NR 135 program; handles the preparation of Attorney enforcement for Carmody program, designs applications and forms and does minutes for Board of Adjustment.

Robert Schierman - Director

Rob started working for the County as a limited term employee in 2005; he became a seasonal employee in the spring of 2006. He was hired full time February 12, 2007. On August 28, 2012 he was appointed Interim Director on a 6 mo. trial basis. On March 20, 2013 he was given the Director Position, etc.

He administers the day to day operations of the department, reviews lot divisions and assists the public (via phone, email and service desk).

He is also responsible for the Town of Hughes.

Krystal Hagstrom - Planning and Zoning Assistant

Krystal started working for the County June 27, 2011 as a part-time Clerk 1. On September 17, 2012 she was offered an interim full-time position on a 6 mo. trail basis. She accepted the interim full-time position with the County starting October 1, 2012. On March 21, 2013 the Planning and Zoning Committee approved her full-time position permanently. She received a Grade/Step increase and Title Change in 2018 from Clerk 1 to Sanitation Assistant.

Krystal is responsible for the issuance of land use and sanitary permit; she keeps the Carmody program updated and prepares the monthly notifications; and prepares the Planning and Zoning Committee minutes. She does data entry of application information into our Access database, filing and assists the public. She took on new responsibilities in 2018 with her title change and step increase; she assists in reviewing, soil tests/sanitary apps, inspecting sanitary installs and inspects sanitary violations.

Tracy Pooler - Assistant Zoning Administrator

Tracy started working for the County on June 5, 2017. Tracy is the inspector for the Southern half of Bayfield County. He is responsible for the following townships: Barnes, Cable, Delta, Drummond, Eileen, Grand View, Kelly, Mason, Lincoln and Namakagon.

He is responsible for site inspections, verifying sanitary installations, writing correspondence, reviewing sanitary applications, inspect violations and follow-up, handles mitigation requirements, and conditions placed on permits; he gives input/site specifics at the Planning and Zoning Committee meetings; and assists the public (via phone, email and service desk).

He holds office hours in Barnes on Tuesday's (10:00 am -12:00 pm), and Cable on Thursday's (10:00 am-12:00 pm).

| Year | Land Use Permits Issued | Mitigations |
|------------------|-------------------------|-------------|
| 2013 | 454 | 17 |
| 2014 | 481 | 22 |
| 2015 | 430 | 8 |
| 2016 | 467 | 15 |
| 2017 | 483 | 8 |
| 2018 (thru July) | 275 | 0 |

| Year | Gravel Pits | Sanitary Permits | Soil Tests |
|------------------|-------------|------------------|------------|
| 2013 | 67 | 144 | 140 |
| 2014 | 68 | 121 | 126 |
| 2015 | 69 | 166 | 165 |
| 2016 | 69 | 164 | 157 |
| 2017 | 69 | 156 | 150 |
| 2018 (thru July) | 69 | 69 | 82 |

| Year | Total Permits Issued Annually |
|------------------|-------------------------------|
| 2013 | 805 |
| 2014 | 796 |
| 2015 | 830 |
| 2016 | 857 |
| 2017 | 858 |
| 2018 (thru July) | 495 |



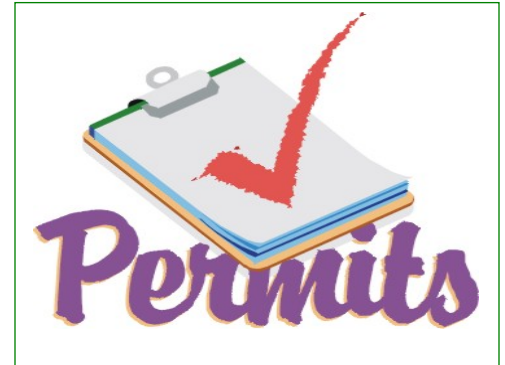
Planning & Zoning Department - cont'd

Todd Norwood - Assistant Zoning Administrator

Todd started working for the County May 7, 2018. Todd is the inspector for the Northern half of Bayfield County. He is responsible for the following townships: Barksdale, Bayfield, Bayview, Bell, Clover, Iron River, Keystone, Orienta, Oulu, Pilsen, Port Wing, Russell, Tripp and Washburn.

He is responsible for site inspections, verifying sanitary installations, writing correspondence, reviews sanitary applications, inspect violations and follow-up, handles mitigation requirements, and conditions placed on permits; she gives input/site specifics at the Planning and Zoning Committee meetings and assists the public (via phone/service desk).

He holds office hours in Iron River on Wednesday's (12:00 pm-2:00 pm).



Carmody Program Maintenance & Tracking

The maintenance and tracking program started in February of 2006.

The department mails out courtesy post cards and violation letters each month. In May a letter (Spring Heads-Up) is sent out to property owners notifying them that their system will be coming due during the winter months, so they have the option to have it done sooner to alleviate winter pumping and additional expenses.

| | | |
|-------------|-------------|--|
| 2013 | 10,924 | Post Cards & Violation Letters were mailed out. |
| 2014 | 7,634 | Post Cards & Violation Letters were mailed out. |
| 2015 | 2,192 | Post Cards & Violation Letters were mailed out. |
| 2015 | 1,281 | Spring Letters (notification of winter pumping was mailed out. |
| 2016 | 1,193 | Post Cards and Violation Letters mailed out |
| 2016 | no tracking | Spring Letters (notification of winter pumping was mailed out |
| 2017 | 2,622 | Post Cards and Violation Letters mailed out |
| 2017 | 1,117 | Spring Letters (notification of winter pumping mailed out) |



Violations

The Department issues:

After-the-Fact (double fees) Penalty:

(Initiating project without a permit or late submittals)

| YEAR | # of Land Use ATF | Amount | Waived | Amount Waived | # of Sanitary ATF | Waived | Amount Waived | # of NR 135 ATF | Amount | Waived |
|------|-------------------|---------------------------|--------|-----------------|-------------------|--------|---------------|-----------------|----------|--------|
| 2013 | 2 | \$ 500.00 | | 0 | 0 | | 0 | 0 | | 0 |
| 2014 | 24 | \$ 475.00 | 5 | 0 | 0 | | 0 | 5 | | 0 |
| 2015 | 30 | \$ 2,470.00 | 5 | \$550.00 | 2 | | 0 | 4 | | 0 |
| 2016 | 18 | \$2,605.00 | 1 | 0 | 0 | | 0 | 3 | | 0 |
| 2017 | 48 | \$5,971.50 (2 pending) | 9 | \$2,370.00 0 | 1 | 1 | \$400.00 | 3 | \$775.00 | 0 |

Enforcement

Citations (\$263.50)

(Paid to the Clerk of Courts)

| Year | Land Use Violations | Sanitary Violations | Mitigation Violations | Written by | # of Citations Written | Total # of Citations Dismissed | Total to be Collected by Court |
|--------------|---------------------|-----------------------|-----------------------|------------|------------------------|--------------------------------|--------------------------------|
| 2015 | 0 | 1 (+ 8 unresolved) | 0 | AZA | 1 | 0 resolved | 263.50 |
| 2016 | 0 | 1 | 0 | Director | 1 | | 263.50 |
| 2017 | 0 | 0 | 0 | | 0 | 0 | 0 |
| 2018 to date | 0 | 0 | 0 | | 0 | 0 | 0 |

Summons and Complaints

(Paid to Clerk of Courts)

| Year | Settlement Agreements | | Summons & Complaints (started 2013) | | | |
|-------|--------------------------------|-------------|-------------------------------------|------------|-----------|----------------------------------|
| | Land Use | Total | Sanitary | Mitigation | Dismissed | Total Revenue to Clerk of Courts |
| 2013 | 2 | \$ 1,257.80 | 78 | 0 | 21 | \$ 33,627.56 |
| 2014 | 3 | | 57 | 0 | 13 | \$ 23,975.73 |
| 2015 | 1 | | 53 | 0 | 23 | \$ 32,286.50 |
| 2016 | No totals at time of submittal | | | | | ? |
| 2017) | No totals at time of submittal | | | | | ? |