

# Planning & Zoning Department

## Narrative Report - 2022

### Inside This Issue

- 1 Department News/Goals
- 1 Message from Director
- 2 Workshops
- 2 Board of Adjustment (Budget)
- 2 Board of Adjustment (Cases & Expenses)
- 3 Planning & Zoning (Budget)
- 3 Planning & Zoning (Cases & Expenses)
- 4 Employee Profile
- 5 Carmody Program



### 2022 Goals

Increase the # of permits issued electronically.

Achieve a two-week average turnaround time on Land Use Permits.

Improve reporting to Towns on electronic permits.

Provide Continuing Education opportunities for all staff.

Provide wetland identification training for inspector(s).

Submitted by Director (8/18//2021)

**2022 Department Proposal** : A proposed budget of \$535,115 represents a 13.7% increase over 2021. This primarily reflects \$27,000 in Comp. Planning Expenses and an increase in legal fees based on ongoing cases running into 2022. Revenues of \$253,200 are proposed for a levy of \$281,915, a 24% increase over 2021.

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*Planning and Zoning Dept Share – (\$479,106.00) / Comprehensive Planning Update Share – (\$27,009.00). BOA Share (see below)*

*This is an increase of (\$80,024.00) over our 2021 budget (\$470,804.00)*

*Revenues are projected to decrease (\$20,000.00) from 2021 (\$240,000.00) to*

## Department News

We had changes in our Board of Adjustment Members. Frank Kostka and Richard Forsythe stepped down. Kim Sturm joined as a member on March 31, 2021. We have (2) vacant positions available (Member and Alternate). If anyone knows of anyone interested in becoming a member or alternate, please have them fill out a Citizen Committee Member Form through the Administrator's Office.

We have a new court reporting system for BOA. We use eCourts Reporting (Web-based business—June 2021).

Our dept was short staffed (in the office) this year (May-Aug). Our inspector(s) did an outstanding job keeping up with the abundance of walk-ins and applications. Kudos to the (3) of them.

dak (8/18/2021)

## Message from Director by Rob Schierman

### Message from Director by Rob Schierman

The Bayfield County Planning and Zoning Department is experiencing limits to the "more with less" method of operation that has been pursued by the County Board in recent years. We are short staffed, over worked, and stressed out. Customers unrealistically expect our services to be delivered within hours like they are ordering from Amazon. More people are developing their properties in manners that violate the Ordinance and erode the very qualities that brought them to the area. There appears to be a sense of entitlement in the population that has led to an increase in the number of appeals and court cases we are involved in when non-compliance is identified. The department spends an increasing amount of time dealing with the violators to the detriment of the service deserved by our compliant, patient, and often silent customers. Support from the County Board is needed now more than ever.

RDS: 8/19/2021

## Board of Adjustment

**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.

**Variances**

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 68 pits permitted for 2021. We collected **\$28,335.00** in fees for 2020, **\$185.00** in ATF fees and paid out **\$4,485.00** to the WI DNR in comparison to **\$29,865.00** collected the previous year and paid out **\$4,830.00** to WI DNR for 70 pits.

## Budget – Board of Adjustment

**2022** Department Proposal (not approved by Admin or Board)

**Budget \$44,713.00 (BOA) [not approved by Board]**

This is an increase of **(\$19,215.00)** over 2021 budget **(\$25,498.00)**

Revenues are projected to decrease in 2022 **(\$4,000)** to **(\$3,200)**

This will require a levy of **(\$41,513.00)**

**2017**

**Budget:** \$ 20,555.00

**Expenses:** \$ 29,942.23

**Revenue** \$ 4,500.00

**Fees Collected:** \$ 4,300.00

**# of Cases:** 6

**2018**

**Budget:** \$ 26,200.00

**Expenses:** \$ 16,859.39

**Revenue** \$ 5,650.00

**Fees Collected:** \$ 2,450.00

**# of Cases:** 5

**2019**

**Budget:** \$ 18,735.00

**Expenses:** \$ 20,058.17

**Revenue** \$ 4,050.00

**Fees Collected:** \$ 3,805.00

Included \$800 (ATF)

**2020**

**Budget:** \$ 25,480.00

**Expenses:** \$ 20,774.89

**Revenue** \$ 4,800.00

**Fees Collected:** \$ 2,650.00

**# of Cases:** 4

**2021** (thru July)

**Budget:** \$ 25,498.00

**Expenses:** \$12,062.39

**Revenue** \$ 4,000.00

**Fees Collected:** \$ 2,100.00

**# of Cases:** 3

The Board of Adjustment meets once a month on the last Thursday except for November/December they meet the 1<sup>st</sup> 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:**

Kim Sturm, Chairman	(March 30, 2021)	Town of Lincoln
Shari Eggleston	(March 26, 2019)	Town of Bayview
Adrian Wydeven	(October 1, 2019)	Town of Namakagon
Vacant (August 2021)	( ? )	Town of ?

**Alternates:**

Dennis Rasmussen	(Sept. 30, 2001)	Town of Cable
Vacant (April 2021)	( ? )	Town of ?

Spears & Carlson, **Corp Counsel** (June 2021)  
 Steve Olson, **Corp Counsel** (Atty for Appeals) (May 2021)  
 eCourts Reporting, **Court Reporter** (web-based company) (May 2021)

## Cases & Expenses – Board of Adjustment

There has been **(5)** meeting consisting of **(3)** cases heard so far in 2021.

Board's--Per Diem **\$ 375** and Mileage **\$199.44** (per meeting) = **\$574.44/\$2,872.20**  
 Cost for Corp. Counsel **\$7,945.00** and Court Reporter **\$1,190.80**  
 Publication (Legal Notice) for Daily Press **\$851.35**.

**Total cost of the (3) cases for BOA – (\$ 12,859.35)**  
 (no staff/vehicle/office cost is included in this balance)

Variances are **\$800**. Reconsiderations **are \$500** A variance request(s) is/are sought because the property owner(s) want to construct what is not allowed by the law/regulations.

Property Owners paid **(\$2,100.00)** to have the laws deviated for them. The cost for the 3 meetings = **(\$12,859.35)**, leaving the remaining balance of **(\$10,759.35)** to Levy Dollars (Taxpayers of Bayfield County)

(no staff time/vehicle/office expense is calculated in this total)

## Budget – Planning and Zoning Committee

The Planning and Zoning Committee meets once a month on the third (3<sup>rd</sup>) 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
Charly Ray	(April 7, 2020)	Town of Bayview
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

### 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 (below)

**include** Mtg Fees.

**Mtg Fees** are the fees collected for the P & Z Committee Meetings.

## Cases & Expenses Planning & Zoning Committee

The Committee's Per Diem **\$375.00** / Mileage **\$134.94** (per meeting) = **\$ 509.94**.

Legal Notices (Daily Press) for 2021 [through July] - **\$1,626.88**

Total for the P & Z Meetings (thru July) = **\$ 4,686.52**

### Planning and Zoning Committee:

**2017** (23) Public Hearing Items; (2) Text Amendments; and (17) Special Uses. Meeting time average was 1.0 hour.

**2018** (13) Public Hearing Items; (7) Text Amendments; (5) Rezones; and (9) Special Uses. Meeting time average was 1.5 hour.

**2019** (13) Public Hearing Items (7) Text Amendments; (5) Rezones; and (9) Special Uses. Meeting time average was 1.5 hour.

**2020** (15) Public Hearing Items (1) Text Amendments; (7) Rezones; and (10) Special Uses. Meeting time average was 1.5 hour.

**2021** thru July

(14) Cond'l Use Items (1) Text Amendment; (4) Rezone; and (7) Special Uses. Meeting time average was 1.5 hour.

## Add'l Planning & Zoning Committee

**Expenses** (Comp earned for attending meetings & permitting)

### Planning and Zoning Department:

**2020** Earned **\$ 2,517.93** in Comp. Wages (Director not included)

**2021** Earned **\$ 2,287.91** in Comp. Wages (Director not included)

**2017**  
**Budget:** \$432,801.00  
**Expenses:** \$423,015.90  
**Revenue:** \$200,379.00  
**Fees Collected:** \$226,905.99  
**# of Meetings:** 10  
**Mtg Fees:** \$ 11,625.00

**2018**  
**Budget:** \$444,405.00  
**Expenses:** \$400,608.67  
**Revenue:** \$210,000.00  
**Fees Collected:** \$240,365.86  
**# of Meetings:** 8  
**Mtg Fees:** \$ 8,750.00

**2019**  
**Budget:** \$431,517.00  
**Expenses:** \$422,087.57  
**Revenue:** \$210,000.00  
**Fees Collected:** \$250,348.98  
**# of Meetings:** 6  
**Mtg Fees:** \$ 10,700.00

**2020**  
**Budget:** \$471,401.00  
**Expenses:** \$463,031.18  
**Revenue:** \$238,838.00  
**Fees Collected:** \$318,122.42  
**# of Meetings:** 9  
**Mtg Fees:** \$ 6,975.00

**2021** (through July)  
**Budget:** \$445,306.00  
**Expenses:** \$273,779.56  
**Revenue:** \$240,000.00  
**Fees Collected:** \$236,406.43  
**# of Meetings:** 6  
**Mtg Fees:** \$ 10,025.00

## 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/email/service desk); prepares and updates NR 135 (non-metallic mine) program; handles the preparation of Attorney enforcement for Carmody program, prepares letters and affidavits for P & Z and BOA; designs applications and forms and does minutes for Board of Adjustment.

Year	Land Use Permits Issued	Mitigations
2015	430	8
2016	467	15
2017	483	8
2018	510	1
2019	505	0
2020	615	6
2021 (thru July)	369	4

## 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 the inspector responsible for the Town of Hughes.

Year	Gravel Pits	Sanitary Permits	Soil Tests
2015	69	166	165
2016	69	164	157
2017	69	156	150
2018	69	164	157
2019	70	168	163
2020	70	209	220
2021 (thru July)	68	110	131

## Krystal Hagstrom – Planning and Zoning Assistant

Krystal started working for the County June 27, 2011, as a part-time Clerk I. On September 17, 2012, she was offered an interim full-time position on a 6-mo. trial 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. In 2018 she received a Grade/Step increase and Title Change from Clerk I to Assistant.

Krystal is responsible for the issuance of land use and sanitary permit; she keeps the Carmody program updated and prepares the monthly notifications; prepares the Planning and Zoning Committee minutes. She does data entry of application information into the 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 (as needed), inspects sanitary installs (as needed) and inspects sanitary violations.

Year	Total Permits Issued Annually
2015	830
2016	857
2017	858
2018	900
2019	906
2020	1114
2021 (thru June)	678

## 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).



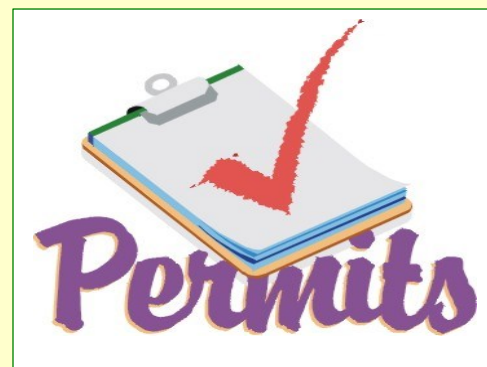
## Planning & Zoning Department – cont'd

### 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; he gives input/site specifics at the Planning and Zoning Committee meetings and assists the public (via phone/email/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 April/May a (**Spring Heads-Up Letter**) is sent out to property owners with septic tanks; 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.

<b>2017</b>	2,622	Post Cards and Violation Letters mailed out
<b>2017</b>	1,117	Spring Letters (notification of winter pumping mailed out)
<b>2018</b>	7,148	Post Cards and Violation Letters mailed out
<b>2018</b>	1,642	Spring Letters (notification of winter pumping mailed out)
<b>2019</b>	1040	Post Cards mailed out
<b>2019</b>	242	Violation Letters mailed out
<b>2019</b>	1,368	Spring Letters (notification of winter pumping mailed out)
<b>2020</b>	2401	Post Cards mailed out
<b>2020</b>	719	Violation Letters mailed out
<b>2020</b>	1,072	Spring Letters (notification of winter pumping mailed out)
<b>2021</b>	1429	Post Cards mailed out
<b>2021</b>	235	Violation Letters mailed out
<b>2021</b>	1,481	Spring Letters (notification of winter pumping mailed out)

**The Dept mails out courtesy post cards  
notifying new owners of the State Requirements/Regulations.**

