

## **Minutes of the Land Use, Parks and Environment (LUPE) Committee**

**Tuesday, May 19, 2020**

Chair Grant called the meeting to order at 8:30 a.m.

**Present:** Supervisors Jennifer Grant, Keith Hammitt, Tom Michalski, Bill Mitchell, and Tom Schellinger. **Absent:** Chris Mommaerts and Richard Morris.

**Also Present:** Chief of Staff Sarah Spaeth, Citizen Joe Vachuska (Save Wanaki), Workforce Development Director Laura Catherman, Park System Manager Rebecca Mattano, Planning and Zoning Manager Jason Fruth, Environmental Health Manager Sarah Ward, Business Manager Steve Trimborn, and Director of Parks and Land Use Dale Shaver.

### **Public Comment**

Vachuska asked that the committee work with his group to keep Wanaki Golf Course open, either by the County or a third party.

### **Future Meeting Dates**

- June 16, 2020
- July 21, 2020

### **Committee Welcome and Opening Remarks by Chair**

Grant discussed the code of conduct for the LUPE Committee and welcomed members to the committee.

### **Nomination and Election of Vice Chair and Secretary**

MOTION: Schellinger moved, second by Mitchell to nominate Hammitt as vice chair. Motion carried 5-0.

MOTION: Schellinger moved, second by Hammitt to nominate Mitchell as secretary. Motion carried 5-0.

### **Discuss Committee Duties and Responsibilities as Written in the County Code of Ordinances**

Spaeth discussed the duties and responsibilities of the LUPE Committee as outlined in the County Code.

### **Discuss and Consider Ordinance 175-O-009 Authorize Acceptance Of And Appropriate Additional Wisconsin Department Of Corrections Windows To Work Grant Funds For Re-Entry Workforce Development Services In Waukesha, Ozaukee, And Washington Counties And Amend The 2020 Budget**

Catherman discussed this ordinance which authorizes the Department of Parks and Land Use – Workforce Innovation and Opportunity Act (WIOA) Fund to accept an additional Wisconsin Department of Corrections – Windows to Work grant award of \$16,000 for re-entry workforce development services in Waukesha, Ozaukee, and Washington Counties. The ordinance appropriates \$14,880 of additional operating expense authority for a contracted staff person to assist eligible individuals in the corrections system to assist them with obtaining employment after their release. Remaining funds of \$1,120 are budgeted for administrative (e.g., County staff) costs. This ordinance has no direct impact on county tax levy.

To answer Mitchell's question, Catherman said there is little risk the state would request these funds back.

MOTION: Schellinger moved, second by Hammitt to approve Ordinance 175-O-009. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-007 Approve Easement To Sawall Development For The Construction, Maintenance And Repair Of A Parking Lot, Landscaping And Sanitary Sewer Lateral On Waukesha County Property Known As The Bugline Recreation Trail Corridor**

Mattano discussed this Ordinance which authorizes Waukesha County to grant an Easement to Sawall Development for construction, maintenance and repair of a parking lot, landscaping and sanitary sewer lateral on a portion of Waukesha County property known as the Bugline Recreation Trail Corridor to improve public pedestrian and non-motorized access to the trail.

MOTION: Schellinger moved, second by Mitchell to approve Ordinance 175-O-007. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-001 Year 2020 Amendment To The Comprehensive Development Plan For Waukesha County (2A – Phyllis Cramer, Section 9, T6N, R17E, Town Of Ottawa)**

Fruth discussed this ordinance which will amend the Waukesha County Comprehensive Development Plan (Amendment #2A) designation for property located in Section 9 of the Town of Ottawa from the Primary Environmental Corridor category to the Farmland Preservation with Environmental Corridor Overlay category to complete a transfer of lands process. A public hearing was held and this amendment was reviewed and approved by the Waukesha County Park and Planning Commission.

MOTION: Mitchell moved, second by Michalski to approve Ordinance 175-O-001. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-002 Year 2020 Amendment To The Comprehensive Development Plan For Waukesha County (3A – Waukesha County Park And Planning Commission, Comprehensive Land Use Mapping, Town Of Vernon)**

Fruth discussed this ordinance which will amend the Waukesha County Comprehensive Development Plan (Amendment 3A) mapping for various properties within the Town of Vernon. A public hearing was held and this amendment was reviewed and approved by the Waukesha County Park and Planning Commission.

MOTION: Hammitt moved, second by Michalski to approve Ordinance 175-O-002. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-003 Year 2020 Amendment To The Comprehensive Development Plan For Waukesha County (4A – Amy Hudson And James Derrick, Section 34, T6N, R19E, Town Of Waukesha)**

Fruth discussed this ordinance which will amend the Waukesha County Comprehensive Development Plan (Amendment 4A) designation for property located in Section 34 of the Town of Waukesha from the Suburban I Density Residential category to the Mixed Use category to allow a

self-storage facility. A public hearing was held and this amendment was reviewed and conditionally approved by the Waukesha County Park and Planning Commission.

MOTION: Mitchell moved, second by Schellinger to approve Ordinance 175-O-003. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-004 Year 2020 Amendment To The Comprehensive Development Plan For Waukesha County (4B – Waukesha County Park And Planning Commission, Comprehensive Land Use Mapping, Town Of Waukesha)**

Fruth discussed this ordinance which will amend the Waukesha County Comprehensive Development Plan (Amendment 4B) mapping for various properties within the Town of Waukesha. A public hearing was held and this amendment was reviewed and approved by the Waukesha County Park and Planning Commission.

MOTION: Hammitt moved, second by Mitchell to approve Ordinance 175-O-004 with the Hudson property on Ordinance 175-O-003 reflected with the mixed use category. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-005 Amend The Text Of The Town Of Delafield Zoning Code By Repealing And Recreating Certain Sections Of Chapter 17 And All Of Section 17.05 Relating To Conditional Use Provisions (RZ40)**

Fruth discussed this ordinance which will amend the Town of Delafield Zoning Code in certain sections of Chapter 17 and all of Section 17.05 relating to conditional use provisions. The amendments are in response to recent statutory changes relative to the administration of Conditional Use provisions. A public hearing was held and this amendment was reviewed and approved by the Waukesha County Park and Planning Commission.

MOTION: Hammitt moved, second by Schellinger to approve Ordinance 175-O-005. Motion carried 5-0.

**Discuss and Consider Ordinance 175-O-006 Amend The Text Of The Town Of Waukesha Zoning Code By Repealing And Recreating Various Sections Regarding Conditional Use Provisions (RZ63)**

Fruth discussed this ordinance which will repeal and recreate various sections of the Town of Waukesha Zoning Code relating to conditional use provisions. The amendments are in response to recent statutory changes relative to the administration of Conditional Use provisions. A public hearing was held and this amendment was reviewed and approved by the Waukesha County Park and Planning Commission.

MOTION: Mitchell moved, second by Hammitt to approve Ordinance 175-O-006. Motion carried 5-0.

**Discuss And Consider A Variance From Waukesha County Code Sect 14-582 To Allow For A Holding Tank To Be Installed And Connected To An Existing Non-Habitable Structure, Turning It Into A New Residence As Requested By Ryan Janssen**

This item was pulled from discussion and consideration.

**Discuss and Consider Ordinance 175-O-008 Amend The 2020 Budget To Accept Community Development Block Grant Coronavirus (CDBG-CV) Funds For The 2020 Program Year**

Silva discussed this ordinance which authorizes Parks and Land Use - Community Development Fund – Community Development Block Grant (CDBG) program to accept and appropriate an

additional \$861,236 of additional U.S. Department of Housing and Urban Development (HUD) funding into the 2020 PLU - CDBG program budget. The funds will be used to prevent, prepare for, and respond to the coronavirus (COVID-19), authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, to respond to the growing effects of the historic public health pandemic crisis.

The 2020 Parks and Land Use Department adopted Budget included HUD funding of \$1,405,009 for the CDBG program. HUD awarded the CDBG program \$1,464,022, which was \$59,013 higher than the adopted budget. This was appropriated by enrolled ordinance 174-99. This ordinance will bring the CDBG total 2020 modified budget to \$2,325,258. This ordinance results in no direct tax levy impact. The department plans to use the CARES funds in the following categories:

Eviction Prevention/Rent Assistance	\$300,000
Homeless Services	\$150,000
Food and Meals	\$100,000
Small Business Relief	\$250,000
Medical	\$ 61,236
Total	\$861,236

To answer Schellinger's question, Silva said there is flexibility in how the funds are spent in the listed categories. To answer Hammitt's question, Shaver suggested businesses be directed to the Waukesha County Center for Growth if they are looking for assistance.

MOTION: Hammitt moved, second by Michalski to approve Ordinance 175-O-008. Motion carried 5-0.

### **COVID-19 Impact on Parks and Land Use Department**

Shaver passed around a handout titled "Waukesha County COVID-19 Response" that highlighted impacts by division. The department's customer service rating remains at 4.9 out of 5 even though the department moved to a telecommute service structure.

Planning and Zoning is experiencing slightly higher permit volumes. Total revenue for daily entrance and annual stickers at parks is up 37% or \$120,000. Ice arenas has potential loss of revenue of \$100,000. Golf was allowed to open April 27 with restrictions. Revenues are down about \$100,000 overall. The Expo has experienced \$135,000 in lost revenues due to cancellations.

### **Legislative Update**

Spaeth updated the committee on a request for CARES Act funding the County is seeking from the State.

MOTION: Mitchell moved, second by Hammitt to adjourn at 10:32 a.m. Motion carried 5-0.

Respectfully submitted,

*William A. Mitchell*

William A. Mitchell  
Secretary

