

**Minutes of Land Use, Parks and Environment (LUPE) Committee  
August 16, 2016**

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

**Committee Members Present:** Dave Zimmermann, Kathleen Cummings, Bill Mitchell, Keith Hammitt, Robert Kolb, and Ted Wysocki. **Absent:** Tom Schellinger

**Also Present:** Legislative Policy Advisor Sarah Spaeth, Planning and Zoning Manager Jason Fruth, Community Development Manager Kristin Silva, Director of Parks and Land Use Dale Shaver, Environmental Health Manager Sarah Ward, Principal Assistant Corporation Counsel Kimberly Haines, and Corporation Counsel Attorney Christopher Morgan. Minutes Recorded by Administrative Specialist Beth Schwartz, County Board Office.

**Approve Minutes of July 19, 2016**

MOTION: Mitchell moved, second by Wysocki, to approve the minutes of July 19, 2016. Motion carried 6-0.

**Executive Committee Report of August 15, 2016**

Zimmerman highlighted the following items discussed at the Executive Committee meeting:

- Unanimously approved several ordinances
- Heard report on annual National Association of Counties (NACo) Conference
- Discussed the proposed scope of the Clerk of Courts audit
- Heard standing committee reports by committee chairs for Public Works and Health and Human Services

**Correspondence**

- 2016 Southeast Area Land and Water Conservation Association Summer Tour, hosted by Walworth County on Friday, September 9.

**Legislative Update**

Spaeth reported it is quiet at the state as the Legislature is still in recess. She also said Kurt Stanich, current President of the Airport Managers Association, approached her about having the Wisconsin Counties Association and other county lobbyists help their group with lobbying efforts to save money on their contracted lobbyist. Spaeth is currently putting together a Legislative Lobbying day in the spring with more updates on the airport to come.

**Future Meeting Date**

- September 20, 2016

**Discuss and Consider Ordinance 171-O-027: Amend The Town Of Oconomowoc District Zoning Map Of The Waukesha County Zoning Code For The Town Of Oconomowoc By Revising A Previously Imposed Condition Of Approval Of Enrolled Ordinance No. 166-70 For Lands Located In Part Of The NW ¼ Of Section 20, T8N, R17E, Town Of Oconomowoc, Waukesha County (CZ-1663B)**

Fruth said this Ordinance will amend a previous condition of approval to extend the timeframe that the conditional R-3 zoning designation will remain valid for a property located in the NW ¼

of Section 20, T8N, R17E, Town of Oconomowoc. This property was rezoned in 2008 to the R-3 designation to accommodate a new development when the owner wished to dispose of the property. This is a difficult site due to the bypass, steep side slopes, wetland, and a small stream. Because of the narrow nature of the property, Fruth and the town planner suggested a plan unit development approach, which allows for some flexibility. The extension would allow for this development through 2021. Mitchell reiterated that this has been difficult area to develop and this is the last chance to develop here. Cummings asked for clarification and Fruth explained the developer went through a conditional use process, and wetland boundary changes need to be reconsidered.

Zimmerman clarified that the purpose of the extension is because this cannot be completed by September. Kolb asked about nearby property values to which Fruth said it is a mostly single family home and older home setting. He also said residents are concerned about where the driveways would be placed, but Fruth did not believe there will be much impact.

MOTION: Mitchell moved, second by Kolb, to approve Ordinance 171-O-027. Motion carried 6-0.

**Discuss and Consider Ordinance 171-O-028: Execute Subgrantee Agreements And HUD Grant Agreement For Community Development Block Grant (CDBG) And Home Investment Partnership (HOME) Programs For The 2017 Program Year**

Shaver reported the U.S. Department of Housing and Urban Development (HUD) has qualified Waukesha County as an entitlement Urban County, along with participating counties and municipalities, is eligible to receive federal funding. The funds will provide benefits primarily to low and moderate income households and meet specific community needs through the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. The Parks and Land Use Departments 2017 proposed budget includes HUD funding estimated at \$1,317,868 for the CDBG program and \$1,060,871 for the HOME program for total HUD funding of \$2,378,739. Waukesha County estimates the revolving loan for CDBG to be \$275,000; program income for CDBG to be \$80,000; and program income for the HOME program to be \$157,000. HUD funds are mainly designated to benefit low and moderate income (at-risk) persons and specific needs of participating jurisdictions. Several changes have been made to streamline the review, including asking organizations to prioritize their grants, incentivized collaboration between non-profits, and putting the process online.

Wysocki asked how the results are monitored. Shaver said there is a year -end progress report and an annual program audit. In answering Wysocki's question, Shaver said that a revolving loan with gap financing was created for organizations to use as long as the funding is used to modernize jobs. He noted a vendor manages this loan. Zimmerman asked for clarification on the number of applications received. Shaver explained the City is an entitlement organization but allocates the care of the funds to the County. Applications are taken until the maximum is reached, the goal being to provide funding to as many organizations as possible without undermining the organization's ability to deliver services as expected.

MOTION: Wysocki moved, second by Hammit, to approve Ordinance 171-O-028. Motion carried 6-0.

**Overview of Environmental Health**

Ward discussed the structure and responsibilities of the Environmental Health Division.

The division provides licenses for restaurants, pools, campgrounds, lodging facilities, food inspections, temporary food permits, vending machines storage facilities and commissaries. The staff provides inspections for public and private schools receiving USDA commodity foods, and deal with food-borne illness outbreaks. The division also performs inspections on wells, septic water supplies, and sewage systems. They issue permits for Private Onsite Water Treatment Systems (POWTS) and review POWTS plans and holding tanks. This past year 11 legal orders were issued to POWTS owners to repair or replace failed systems. In answering Zimmerman's question, Ward said tests are for both private and public water supplies. In response to Wysocki's question, Ward said the division receives compensation from The Department of Natural Resources (DNR).

Ward said the division is responsible for radon testing, hazardous material, and lead hazard investigations. The staff sells lead testing kits to local health departments, provide outreach and help interpret results. The Environmental Health Division is a partner with HAWS and the Elmbrook Humane Society. Together they follow up on animal bite incidents, rabies and perform field investigations for complaints of animal abuse and neglect. They also provide humane animal educational presentations to the public. The two most common complaints the division is faced with are mold and bedbugs. Ward discussed some of the challenges the division faces such as hoarding, an issue that has resulted in a multi-disciplinary internal taskforce. Other challenges are the Zika Virus as well as retirement and staffing needs.

MOTION: Cummings moved, second by Wysocki, to adjourn the meeting at 9:44 a.m. Motion carried 6-0.

Respectfully submitted,

Keith Hammitt  
Secretary