

**PLANNING & ZONING
PARKS, GIS, & PASSPORT ACCEPTANCE**

Report for 2018

PLANNING & ZONING

TOTAL PERMITS ISSUED: **200** (203 in 2017 & 192 in 2016)
(Numbers below will not total 203 because some septic systems were not stand-alone permits)

New Dwellings (5 complete new sites)	17 w/estimated value of \$ 3,401,760.00
Other Buildings/Addn's	93 w/estimated value of \$ 1,873,590.00
Commercial Buildings	2 w/estimated value of \$ 430,000.00
Septic System Installs	104 (94 of the 100 in 2018 permitted + 10 carried over from 2017)
County is between 82% and 83% compliant for septic systems in the County	
Variance Applications	3 granted
Conditional Use Permits Approved	7
Other: Shoreland Alteration, Change Of Use, etc.	3

Total Permits Inspected for Compliance and Certificates Issued **203**
(Total includes any spill-over from 2017. Projects not inspected may not have been started when the township was toured, may not have been completed, or were located in one of the townships that were not toured. Those townships will be reviewed spring 2019.)

Compliance Inspections on Existing Systems: **85** (71 received COC w/14 receiving NONC)
Total Ordinance Violations Addressed: **110**
Total Ordinance Violations Resolved: **90**
(Violations not resolved are primarily septic related where a 10 month period was allowed in which to replace the system or, due to the frozen conditions, a June 1 date was allowed in which to have a system inspected for compliance; 3 referred to the Sheriff & possible district court.)

Total Revenue Generated from All Permit Fees: **\$25,800.00**
(Total Revenue from Permits in 2017: \$30,875.00)

OTHER REVENUES:

- \$17,600 SSTS Program Grant from MPCA
- \$ 3,084 Shoreland Program Grant from DNR
- \$ 25,931 Grant for Low Income Septic Replacement – Reserve
(funding from this grant is completely allocated with 1 system to be installed yet in 2019)
- \$702 Platbooks (39 books sold 2018 - \$1170 in revenue total)

GENERAL OVERVIEW OF OTHER WORK COMPLETED:

- Recommendations for Updates/Amendments moved through several meetings of the Planning Commission, Public Hearings, & Adopted by County Board.
- Extensive work with legislators & the DNR on land sales by the DNR in Wadena County
- Assisted in DNR land sale for property in Wadena County
- Continued communications with DNR on land sales within Wadena County (ongoing)
- Extensive research of ordinances & past practice for permitting of irrigation wells in Wadena County
- Extensive research and work on applications for Opportunity Zones within Wadena County
- Facilitate meetings and help create plan for transfer document management process efficiencies and accountability
- Participate in 1W1P for the Red Eye Watershed
- Work Plans for all Grants set up on E-link & closed out those expiring prior to Dec 2017
- 2019 Budgets developed & accepted (Zoning – Parks – GIS – Passport Acceptance)
- Completion and submission of Annual Reports to BWSR, MPCA, and DNR
- Assist/cooperate with SWCD in developing County Program for enforcement of the new Buffer Law program.
- Assist with a number of Letters of Map Amendment for property owners in a flood plain through FEMA
- Numerous onsite, pre-construction meetings to do one or some of the following: evaluate soils for onsite septic system installation, assist in measuring setbacks from ordinary high water level, bluff, roads, and/or property lines as determined by property owners, dispute resolutions on soil
- Schedule, complete process for, attend, and provide technical assist on 10 applications for CUP or Variance Appeal to the Board of Adjustment/Planning Commission/County Board
- Actively participate in Strategic Planning efforts for Economic Development & Communications
- Attend and participate in MACPZA trainings, annual conference, and District C meetings
- Attend and participate in Pollution Control Agency meetings on SSTS
- Monthly review of departmental budget for 2018
- Assist SWCD with application for the DNR Block Grant (Shoreland & SSTS portions)
- Attend and actively participate in monthly Management Team meetings
- Attend and participate in County Board meetings as needed or when requested
- Assist other departments/agencies and County Board upon request
- Address all other issues as they arise for prompt resolution

PARKS

Total Camping Fees Received:
(2017 Camping Fees: \$20,158.00)

\$19,209.00

GENERAL OVERVIEW OF WORK COMPLETED:

- General maintenance of the parks was done satisfactorily – mowing, trimming, outhouse maintenance, grounds cleaning, garbage removal, camping fee collection
- New campsites for camper & horse trailer accommodations completed at Tree Farm Landing
- 3 concrete patio slabs added with new tables at Stigman's Mound

- New fire rings installed at each campsite in Tree Farm Landing, Anderson's Crossing, Frame's Landing and Little White Dog
- New pavilion building at Old Wadena constructed & new tables added
- 17 new steel frame tables constructed and added at new Tree Farm campsites, Stigman's Mound, & new pavilion at Old Wadena
- Work with DNR on procurement of concrete slabs for new landings at Anderson's Crossing & Bullard's Bluff to take place in 2019
- Replacement of boards on tables is ongoing
- All parks wells were tested for nitrate and coliform bacteria, treatments when necessary, and passed
- STS assisted in cutting about 20 cord of wood to help supplement the slab firewood purchases
- Annual Park Board meeting Spring 2018
- Fall Tour of County Parks w/Park Board included a strategic planning work session directly following
- Monthly review of department budget for 2018
- Weekly meet with Parks Maintenance Operator for report on work done, work planned, & budget
- Periodic onsite review of parks' conditions
- Address issues as they arise for prompt resolution

PASSPORTS

Total Fees Collected for Passport Acceptance (fee increase of \$10 from 2017): **\$13,305.00**

- Acceptance of 423 Passport Applications (440 in 2017)
- Assisted with 320 Passport Renewal applications – no funds generated – strictly customer service (**WC:** 205 New/143 Renew **OTC:** 120 New/125 Renew **Todd:** 96 New/45 Renew **Other:** 2 New/7 Renew)
- Successful recertification of Acceptance Facility
- Successful training/testing and recertification of department staff

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Total Fees Collected for maps & electronic information: **\$2,692.80**

Total Fees Collected for GIS on 911 Signs (41 total signs): **1,025.00**

Total Fees Collected for Color copy maps, notary, & other misc. **88.00**

GENERAL OVERVIEW OF WORK COMPLETED:

- Completed parcel splits/combinations on GIS parcel map working with the Auditor's Office Tax Specialist for accuracy
- Work with State on NG911 project (Next Generation - ongoing)
- Work with Pictometry on 2018 flyover
- Work with Prowest & Recorder on Subdivision layer addition to map
- Updates to map overlays & information: SSTS Compliance, ownership changes, added & removed irrigation wells, snowmobile trails
- Provided digital data for those requesting the data, such as SWCD, CIS, & Moore Engineering

- Created maps for numerous entities including: the DNR for land sale purpose, County Sheriff's dept., Highway Dept., Zoning Office, Stocking Lake Association, County Assessor, Emergency Management, Wadena Fire Dept.
- Set up quarterly updates for the Sheriff's Department with CIS
- Made updates to Atlas program and plat book pages for continual run of plat book
- Did 41 locates for new E911 signs
- Attended continued education training for GIS