



**PLANNING & ZONING
PARKS, GIS, & PASSPORT ACCEPTANCE
Report for 2020**

PLANNING & ZONING

TOTAL PERMITS ISSUED: **257** (189 in 2019 & 200 in 2018)
(Numbers below will not total 257 because some septic systems were not stand-alone permits)

New Dwellings (17 complete new sites)	31 w/estimated value of \$ 5,472,640.00
Common Interest Community	6 new sites permitted \$ 1,500,000.00
Other Buildings/Addn's	109 w/estimated value of \$ 2,016,868.00
Commercial Buildings	1 w/estimated value of \$ 1,946,000.00
Septic System Installs	100 (10 of the 100 permitted in 2019)
County is between 84% and 85% compliant for septic systems in the County	
Variance Applications	8 granted
Conditional Use Permits Approved	10 (1 revoked)
Other: Shoreland Alteration, Change Of Use, etc.	3 (shoreland alterations)

Total Permits Inspected for Compliance and Certificates Issued **188**
(Total includes any spill-over from 2019. 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 have been or will be reviewed in 2021.)

Compliance Inspections on Existing Systems: **118** (95 received COC w/ 23 receiving NONC)
Total Ordinance Violations: **45**
Total Ordinance Violations Resolved: **21**

(Violations not resolved are mostly septic related. Due to the winter conditions, the systems could not be installed within the time frame allowed by ordinance and the County is working with individuals on alternative installation time frames; 1 is in civil action between owner & occupant which was put on hold because of COVID-19 and occupant protections; 1 in limbo as owner moved out with no known whereabouts and property will most likely revert to lender. 1 building violation in a flood plain – staff actively working on trying to help the property owner come into compliance with both Zoning & Flood Plain Ordinances.)

Total Revenue Generated from All Permit Fees: **\$35,425.00**
(Total Revenue from Permits in 2019: \$21,875.00)

OTHER REVENUES:

- \$18,600 SSTS Program Grant from MPCA
- \$ 3,084 Shoreland Program Grant from DNR
- \$ 38,252 Grant for Low Income Septic Replacement – Reserve
(funding from this grant is completely allocated with assistance for 6 systems to be replaced)
- \$378 Platbooks (21 books sold 2020 - \$630 in revenue total – 36 sold in 2019)

GENERAL OVERVIEW OF OTHER WORK COMPLETED:

- Recommendations for Updates/Amendments to the Zoning Ordinance moved through several meetings of the Planning Commission, Public Hearings, & Adopted by County Board.
- Work with applicant on development & permitting a new Common Interest Community (CIC) near Menahga
- Work with property owner on proposal for resort conversion to residential CIC
- Work with the DNR on land sale by the DNR in Wadena County and continued communications with DNR on land sales within Wadena County (ongoing)
- Begin working with The Conservation Fund on their land purchase in Wadena County
- Active participation in 1W1P for the Red Eye Watershed Plan
- Began participation in the 1W1P for the Crow Wing Watershed Plan
- Work through and overcome obstacles encountered due to COVID-19 (i.e. Public hearings, permitting, inspections, etc.)
- Participation in moving forward with a Housing Study for municipalities in Wadena County
- Work Plans for all Grants set up on E-link & closed out those expiring prior to Dec 2019
- 2021 Budgets developed & accepted (Zoning – Parks – GIS – Passport Acceptance)
- Completion and submission of Annual Reports to BWSR, MPCA, and DNR
- Assist with a number of Letters of Map Amendment for property owners in a flood plain through FEMA, as well as building issues related to being in a flood plain
- Numerous onsite, pre-construction meetings to do one or some of the following: evaluate/verify 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, review of shoreland alteration projects prior to permitting
- Schedule, complete process for, attend, and provide technical assist on all applications for CUP or Variance Appeal, Rezoning, or Planning to the Board of Adjustment/Planning Commission/County Board
- Actively participate in Strategic Planning efforts for Economic Development
- Attend and participate in MACPZA trainings, annual conference, and District C meetings
- Attend and participate in Pollution Control Agency meetings/training on SSTS
- Monthly review of departmental budget for 2020 to ensure balanced budget or that any overages were kept to a minimum
- 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
- Annual evaluations completed for staff
- Assist other departments/agencies and County Board upon request
- Address all other issues as they arise for prompt resolution

PARKS

Total Camping Fees Received:
(2019 Camping Fees: \$23,014.00)

\$27,849.00

GENERAL OVERVIEW OF WORK COMPLETED: (Parks did not open until June)

- General maintenance of the parks was done satisfactorily – mowing, trimming, outhouse maintenance, grounds cleaning, garbage removal, camping fee collection
- All fire rings replaced by new rings with adjustable grates

- New landing at Bullard’s Bluff completed
- All parks wells were tested for nitrate and coliform bacteria, treatments when necessary, and passed
- Annual Park Board meeting June 2020 – Fall tour – lots of positive feedback and ideas for moving forward with projects in 2021 and beyond
- Monthly review of department budget for 2020 to ensure balanced budget or that overages were kept to a minimum
- 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 (2019 - \$15,400): **\$8,855.00**

- Acceptance of 253 Passport Applications (440 in 2019)
- Assisted with 412 Passport Renewal applications – no funds generated – strictly customer service (**WC:** 105 New/79 Renew **OTC:** 104 New/44 Renew **Todd:** 32 New/27 Renew **Other:** 12 New/9 Renew)
- Successful recertification of Acceptance Facility
- Successful training/testing and recertification of department staff
- Lots of positive feedback on the availability of this service & how helpful Wadena County is compared to other places that offer this same service

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Total Fees Collected for maps & electronic information: (2019 - \$2,448.34) **\$2,926.06**

Total Fees Collected for GIS on 911 Signs (33 total signs): **1,225.00**

Total Fees Collected for Color copy maps, notary, & other misc. (2018 - \$88) **288.00**

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 ProWest & IT on upcoming server/program changes coming in 2021
- Added permit information to the parcel map for employee use only
- 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, MN DOT, County Assessor, Emergency Management, Wadena Fire Dept., and the County Board
- 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 24 locates for new E911 signs (33 in 2019)
- Assist Highway Dept. Sign personnel with inventory of signs (ongoing)
- Create LOMA maps for property owners, at their request, with buildings located in a flood plain wishing to apply to FEMA to have their buildings removed from the Flood Zone