

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

Report for 2019

PLANNING & ZONING

TOTAL PERMITS ISSUED: **189** (200 in 2018 & 203 in 2017)
(Numbers below will not total 189 because some septic systems were not stand-alone permits)

New Dwellings (11 complete new sites)	27 w/estimated value of \$ 3,944,500.00
Other Buildings/Addn's	92 w/estimated value of \$ 1,792,620.00
Commercial Buildings	1 w/estimated value of \$ 568,000.00
Septic System Installs	104 (94 of the 100 in 2018 permitted + 10 carried over from 2017)
County is between 83% and 84% compliant for septic systems in the County	
Variance Applications	3 granted
Conditional Use Permits Approved	5 (one revoked)
Other: Shoreland Alteration, Change Of Use, etc.	6

Total Permits Inspected for Compliance and Certificates Issued **164**
(Total includes any spill-over from 2018. 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 2020.)

Compliance Inspections on Existing Systems: **126** (107 received COC w/19 receiving NONC)

Total Ordinance Violations: **41**

Total Ordinance Violations Resolved: **28**

(Violations not resolved are all 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; 2 referred to the Sheriff's Dept., were addressed, and waiting an outcome; 2 went through Sheriff's sale & are now in limbo with out-of-state lenders; 1 in limbo as owner moved out with no known whereabouts and property will most likely revert to lender.)

Total Revenue Generated from All Permit Fees: **\$21,875.00**
(Total Revenue from Permits in 2018: \$25,800.00)

OTHER REVENUES:

- **\$18,600 SSTS Program Grant from MPCA**
- **\$ 3,084 Shoreland Program Grant from DNR**
- **\$ 12,318 Grant for Low Income Septic Replacement – Reserve**
(funding from this grant is almost completely allocated with only \$1748 remaining – w systems were replaced)
- **\$648 Platbooks (36 books sold 2019 - \$1080 in revenue total – 39 sold in 2018)**

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 extensively with Attorneys for successful outcomes on the appeal for the Clay Duster's Shooting Range CUP and the suit in District court
- 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)
- Active Participation in 1W1P for the Red Eye Watershed
- Continuing Ed & Recertification for SSTS Inspector w/Soils Training
- Participate in update of the Large Gathering Ordinance
- Comprehensive Plan Review with Planning Commission – consensus was to wait for 2020 Census to be complete and should look at Update after that
- Revise applications for Variance and Conditional Use permits to be more understandable to the general public.
- Revise VAR and CUP process handouts to include all details for the public
- Incorporate all Planning Commission and Board of Adjustment meeting dates and deadlines for application on the website, as well as publication of all scheduled meetings.
- Active participation in Business Retention & Expansion study through the Economic Alliance
- Completed CE courses for inspecting septic systems
- Work Plans for all Grants set up on E-link & closed out those expiring prior to Dec 2019
- 2020 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
- All Planning Commission/Board of Adjustment members through Land Use Training
- 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
- 6 site evaluations for shoreland alterations
- Schedule, complete process for, attend, and provide technical assist on 8 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 2019 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
- Assist other departments/agencies and County Board upon request
- Address all other issues as they arise for prompt resolution

PARKS

**Total Camping Fees Received:
(2018 Camping Fees: \$19,209.00)**

\$23,014.00

GENERAL OVERVIEW OF WORK COMPLETED:

- General maintenance of the parks was done satisfactorily – mowing, trimming, outhouse maintenance, grounds cleaning, garbage removal, camping fee collection
- Successful combination of Parks Maintenance Operator and Building Maintenance position into one
- Only 24 fire rings left to install of the 100 purchased in 2018
- Pavilion building at Old Wadena stained and donated quilt square added to building
- New split rail fence around Pavilion and parking area installed
- New sign for building at Stigman's Mound designed, built & installed
- New road signage to better identify parks from County Roads
- New landing at Anderson's Crossing completed
- New Stairway at Old Wadena completed
- Parks Picture Book Promotion developed and in beginning stages
- 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 29 cord of wood to help supplement the slab firewood purchases
- Annual Park Board meeting Spring 2019
- Monthly review of department budget for 2019 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 (2018 - \$13,305):

\$15,400.00

- Acceptance of 440 Passport Applications (423 in 2018)
- Assisted with 304 Passport Renewal applications – no funds generated – strictly customer service (**WC:** 213 New/134 Renew **OTC:** 145 New/131 Renew **Todd:** 70 New/30 Renew **Other:** 2 New/7 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: (2018 - \$2,692.80) **\$2,448.34**

Total Fees Collected for GIS on 911 Signs (33 total signs): **825.00**

Total Fees Collected for Color copy maps, notary, & other misc. (2018 - \$88) **58.00**

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 2020
- Work with Tax Specialist to prepare listing and maps for Tax Forfeited Land Sale
- 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 33 locates for new E911 signs (41 in 2018) In addition, assisted the City of Wadena in GPS locates for the new development in the City
- Assist in updating Elections Hub page for the upcoming elections
- 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
- Continuing Ed & Recertification for SSTS Inspector w/Soils Training