MEETING NOTICE
COMMUNITY FACILITIES COMMITTEE

COMMITTEE MEMBERS: Ernie Bellin (Chair), David Albrecht, Chuck Hornung, James Lowey, Brenda Schneider

DATE: Wednesday June 12, 2019
TIME: 10:00 a.m.
PLACE: East Central Wisconsin Regional Planning Commission Offices
400 Ahnaip Street, Suite 100, Menasha, WI 54952

Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

1) Welcome & Introduction
2) Statement of Compliance with Wis. Stats. Ch. 19, Subchapter V, Sec. 19.84 Open Meetings
3) Pledge of Allegiance
4) Approval of Agenda / Motion to Deviate
5) Action Item: Nomination & Election of Committee Chairperson and Vice-Chairperson
6) Approval of March 13, 2019 Summary of Proceedings (Attachment #1)
7) Approval of April 26, 2019 Summary of Proceedings (Attachment #2)
8) Public/Guest Comment
9) Announcements
   a) 2020 Technical Assistance Program
   b) Other
10) Action Items
    a) Discussion & Approval of the 2019-2020 Community Facilities Committee Meeting Schedule

- OVER -
11) Program/Project Updates and Discussion
   a) Updates on Potential & Pending SSA Amendments

12) ECWRPC Steering Committee Report

13) Roundtable Discussion/Sharing on County/Local Issues & Activities

14) Next Meeting & Agenda

15) Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.
1) Welcome & Introductions

Mr. Bellin called the meeting to order at 10:00 a.m. Everyone was welcomed and introductions were made.

2) Statement of Compliance with Wis. Stats. Ch. 19, Subchapter V, Sec. 19.84 Open Meetings

Mr. Fowle stated that the agenda was posted in compliance with the open meeting law.

3) Pledge of Allegiance

The Pledge of Allegiance was recited and a moment of silence was observed.
4) Approval of Agenda / Motion to Deviate

Mr. Kautza made a motion to approve the Agenda. The motion was seconded by Mr. Hornung. Motion Carried.

5) Approval of January 9, 2019 Summary of Proceedings

Ms. Schneider made a motion to approve the January 9, 2019 Summary of Proceedings. The motion was seconded by Mr. Kautza. Motion Carried.

6) Public/Guest Comment

Village of Fox Crossing representatives reminded the Committee members that the SSA Amendment area on the agenda is within the Village limits and is considered to be annexed unless proven otherwise. Town of Clayton representatives responded, stating that the annexation of the area in question is currently being challenged and that any action to approve the proposed SSA Amendment should be postponed.

7) Announcements & Events

a) April 26, 2019 – ECWRPC Mini-Conference - Autonomous & Connected Vehicles at Retlaw Hotel, City of Fond du Lac (8:00 a.m.)

Mr. Fowle provided information related to the April 26, 2019 Autonomous & Connected Vehicles Mini-Conference at Retlaw Hotel in the City of Fond du Lac.

b) April 26, 2019 – ECWRPC Quarterly/Annual Commission Meetings at Retlaw Hotel, City of Fond du Lac (1:15 p.m.)

Mr. Fowle April 26, 2019 also reminded Committee members of the Quarterly/Annual Commission Meetings at Retlaw Hotel, City of Fond du Lac to follow the Mini-Conference.

2) Action Items

a) Village of Fox Crossing SSA Swap Amendment Request

Mr. Verboomen provided details of the proposed SSA Amendment request and informed the Committee that staff was not aware of the annexation challenge. Mr. Fowle provided several options for the Committee to consider. These options included: approve the request as proposed; approve conditionally, based on the annexation challenge, or; deny the approval. Mr. Hornung made a motion to approve the SSA Amendment as proposed. Ms. Schneider seconded the motion. The motion carried with 3 ayes and 1 nay (Mr. Kautza). Mr. Kautza stated that he voted no because he would rather see the approval based on the condition that the property being annexed to the Village prevails.
3) Program/Project Updates and Discussion
   a) Update on Town of Clayton & WDNR Settlement Agreement Matters / Correspondence

   Mr. Fowle provided an update stating that no formal request has been received as of yet from the Town of Clayton for SSA amendments. In the interim, local disputes continue with objections being filed by the Village of Fox Crossing to the WDNR regarding approval of the holding tank system for the Town of Clayton. Mr. Fowle stated that the Commission had secured an attorney who will be providing guidance on how the outcome of any litigation may affect the Commission’s role. Mr. Fowle also stated that he will be honoring a request by the Town of Clayton Administrator to meet and discuss matters further.

   b) Update on Fox Cities SSA Plan Update / Project Schedule

   Mr. Verboomen provided a tentative time-line of the Fox Cities SSA Update.

4) ECWRPC Steering Committee Report

   Mr. Fowle provided an update on Steering Committee activities.

5) Roundtable Discussion/Sharing on County/Local Issues & Activities

   No Discussion

6) Next Meeting: June 12, 2019

   If needed, the Committee agreed to call a special meeting to consider a SSA Amendment request from the Village of Harrison. It was decided that this meeting would be held over lunch on April 26, 2019. This would be between the Mini-Conference and the Quarterly Commission Meeting.

7) Adjourn

   A motion was made by Mr. Hornung to adjourn. The motion was second by Mr. Kautza. Motion Carried, meeting adjourned at 10:35 a.m.
DRAFT SUMMARY OF PROCEEDINGS

COMMUNITY FACILITIES COMMITTEE
East Central Wisconsin Regional Planning Commission
Hotel Retlaw, 1 North Main Street, Fond du Lac, WI
April 26, 2019 – 12:30 P.M.

Committee Members Present:
Ernie Bellin ................................................................. Winnebago County
Tom Kautza ................................................................. Shawano County
Brenda Schneider ......................................................... Fond du Lac County
Chuck Hornung ........................................................... Fond du Lac County

Committee Members Unexcused:
Tim Hanna ................................................................. Outagamie County

Staff Present:
Kathy Thunes ............................................................... ECWRPC Staff
Todd Verboomen ........................................................ ECWRPC Staff

Others Present:
Mark Mommaerts, Planner ............................................ Village of Harrison
Mary Jo Miller, Harrison Utility Engineer ......................... Martenson & Eisele, Inc.

1) Welcome & Introductions
Mr. Bellin called the meeting to order at 12:38 p.m. Everyone was welcomed and introductions were made.

2) Statement of Compliance with Wis. Stats. Ch. 19, Subchapter V, Sec. 19.84
Open Meetings
Ms. Thunes stated that the agenda was posted in compliance with the open meeting law.

3) Pledge of Allegiance
The Pledge of Allegiance was recited.

4) Approval of Agenda / Motion to Deviate
Ms. Schneider made a motion to approve the Agenda. The motion was seconded by Mr. Kautza. Motion Carried.

5) Public/Guest Comment
None
6) Action Items

a) Neenah/Menasha SSA Swap Amendment & Unique Facility Amendment Request

Mr. Verboomen provided details of the proposed SSA Swap Amendment & Unique Facility Amendment Request. A letter informing the property owner of the removal acreage and a Village park plan for the future Village Park was provided. A question was raised as to why this area was not included in the existing SSA already. Mr. Verboomen stated that an original hold status was placed on this area until it was determined who would service the area. Neighboring communities were informed of the SSA Amendment request, but staff had not received any concerns.

Mr. Kautza made a motion to approve the SSA Amendment as proposed. Mr. Hornung seconded the motion. Motion carried.

7) Next Meeting: June 12, 2019

8) Adjourn

A motion was made by Mr. Hornung to adjourn. The motion was second by Ms. Schneider. Motion carried and meeting adjourned at 12:50 p.m.
1200 Program Element: Sustainable & Efficient Community Services & Facilities

This program element implements the requirements of the “Smart Growth” planning legislation for the Community Facilities and Utilities plan element and incorporates the Commission’s ongoing NR-121 sewer service area (SSA) planning function. This function is derived from East Central being designated by the WDNR as the 208 Water Quality Management Planning Agency for the region and its advisory capacity is established through a formal funding agreement with the WDNR. SSAs are the basis for promoting orderly growth and efficient development patterns based on the cost-effectiveness of providing public wastewater collection and treatment. This work program element is overseen by the Commission’s Community Facilities Committee (CFC) and consists of the following major work elements:

**Major Work Program Elements:**

The Sustainable & Efficient Community Services & Facilities work program contains the following major Work Program Elements:

- 1205 – Community Facilities Committee Administration/Coordination
- 1210 – Technical Assistance (CF)
- 1230 – Sewer Service Area Planning

**Regional Comprehensive Plan Relationship:**

The 1200 Element is directly related to Chapter 7 of the Year 2030 Regional Comprehensive Plan, and the NR-121 based Sewer Service Area (SSA) plans. The adopted vision for this element is as follows:

“Efficient, cost effective community facilities are provided, which enhance the quality of life and ensure prosperity and economic stability for all. The emphasis in service provision is on cooperative planning, fostering collaboration, enhancing partnerships, sharing resources and transcending boundaries, as appropriate.

In 2030, there are regional opportunities for the sustainable and safe management of solid waste and recycling, collection, processing and disposal activities. A well managed and planned public and private water supply provides for the region’s citizens and industry. The region is served by a variety of well-functioning public and private wastewater treatment systems, which are capable of accommodating future growth, while limiting the inherent conflicts caused by both urban and rural development patterns. Adequate, cost effective, environmentally conscientious utility infrastructure exists to support industry and the general population. There are cost effective, efficient, quality emergency and non-emergency services to ensure public safety.

A variety of meaningful educational options and opportunities exist for all students. Children and adults in the region are provided with accessible educational, informational and recreational library services and materials in an economically efficient and timely manner. There is a collaborative regional forum to create and implement a strategic framework for the continuum of care for the health and well being of the residents of the region. Through cooperative efforts, park, open space, and recreational facilities and programs are protected and preserved and there are plans for new facilities. There are community facilities which meet the needs of various groups, including youth, elderly, and minorities, in a balanced and financially responsible manner.”

The Year 2030 Regional Comprehensive Plan and the various Sewer Service Area Plans spell out more specific issue areas and policies which need to be addressed at a local or regional scale. Details of these issues can be found in one of the comprehensive plan’s nine “Plan Guideline” fact sheets contained in Chapter 7:

<table>
<thead>
<tr>
<th>CF-1: Waste - Garbage &amp; Recycling</th>
<th>CF-6: Education &amp; Libraries</th>
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<tr>
<td>CF-2: Public &amp; Private Wastewater Treatment</td>
<td>CF-7: Health &amp; Childcare</td>
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<td>CF-3: Public &amp; Private Water Supply</td>
<td>CF-8: Local Parks &amp; Recreational Facilities</td>
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<td>CF-5: Public Safety</td>
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1205 Major Work Program Element: Community Facilities Committee Admin. & Coordination

*Program Objective:* To support the Commission’s designated Standing Committee. Staff will support activities for the periodic meetings of the Commission’s Community Facilities Committee (CFC).

**2019 Deliverables**

- Preparation of meeting agendas, materials, and meeting summaries. Establishment of meeting schedules and attendance at quarterly meetings. Other duties and follow-up activities as assigned by the Committee.
- Work with the CFC Committee to oversee the implementation of the Community Facilities element of the Year 2030 Comprehensive Plan.
- Work with the CFC Committee to oversee the development of Community Facilities Element of the Year 2040 Comprehensive Plan Update.

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**Regional Comprehensive Plan Relationship:**

The Community Facilities Committee oversees the Community Facilities Element of the regional comprehensive plan.
1210 Major Work Program Element:
Technical Assistance (CF)

Program Objective: To provide direct assistance to local units of government in addressing issues specific to community and public facilities (solid waste, recycling, public utility infrastructure—gas, electric, telecommunications, education, library, health and childcare, public safety, stormwater management, wastewater, recreation, cemeteries and public water supply.

2019 Deliverables

⇒ Provide information related to general community and public facilities planning.

⇒ Provide specific technical assistance with the planning and development of alternative energy sources and ordinances, recycling, public safety, elderly needs and public facility planning.

NOTE: NO PROJECTS WERE SUBMITTED OR APPROVED UNDER THIS PROGRAM FOR THE 2019 CALENDAR YEAR

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1230 Major Work Program Element:

Sewer Service Area Planning

Program Objective: To coordinate the various functional area planning programs and activities related to the development and administration of NR-121 Sewer Service Area Plans.

2019 Deliverables

⇒ Continue planning and administrative responsibilities as the designated planning agency responsible for urban service area planning within the designated Fox Valley Water Quality Management Area.

⇒ Continue planning and administrative responsibilities as the designated Planning Agency responsible for urban service area planning within the non-designated portion of the ten county region.

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Regional Comprehensive Plan Relationship:

Recommendation CF-2.1.1.1
1231 Work Item: Overall Plan Promotion, Implementation & Program Administration

**Objectives:** Continue to promote and coordinate regional plan recommendations and policies related to community facilities and public/private service provisions. Improve access to, and effectiveness of Sewer Service Area (SSA) planning concepts and information.

**2019 Deliverables:**

- Continue to make presentations to local governments and community groups, attend meetings, conferences and workshops which involve or promote SSA plan concepts and issues.
- Perform liaison and review activities with federal, state and local government agencies.
- Maintain a webpage devoted to SSA planning and provide updated links to WDNR webpages.

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**Previous Work:**

- Maintain updated SSA mapping for communities within the region and posted to the webpage—2018
- Update of Review Fee schedules, information and member county mapping and posted on webpage—2018

**Regional Comprehensive Plan Relationship:**

Recommendation CF-2.1.1.8
Recommendation CF-2.1.1.2
Recommendation CF-2.1.1.4
Recommendation CF-2.1.1.5
1232 Work Item: Continuing Management For Sewer Service Area Planning (Amendments & Conformance Reviews)

**Objectives:** Continue to provide ongoing Sewer Service Area (SSA) plan implementation and review process (plan amendments) which provides for an effective means of accommodating unforeseen growth in a cost-effective and environmentally

**2019 Deliverables:**

⇒ Continue to provide sewer service area amendment recommendations, ongoing implementation and management strategies through the advisory review of subdivision plats, comprehensive plans and other planning projects.

⇒ Carry out adopted procedures and criteria for amending sewer service areas and the review of NR –110 Wastewater Facilities Plans, sanitary sewer extensions and laterals as specified in the Wisconsin Department of Natural Resources Water Quality Management Agreement.

**FUNDING SOURCES**

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**Regional Comprehensive Plan Relationship:**

Recommendation CF-2.1.1.2
Recommendation CF-2.1.1.3
Recommendation CF-2.1.1.4
Recommendation CF-2.1.1.5
1233 Work Item: Updates of the Fox Cities Sewer Service Area Plans

Objectives: Continue to provide orderly and efficient growth patterns, minimize the cost of public facilities and services, minimize adverse environmental impacts of sewer development, and promote water quality enhancement and conservation in existing (SSA) community of the region.

2019 Deliverables:

⇒ The 2035 Fox Cities Sewer Service Area Plan will be prepared which encompasses four separate regional sewer service areas:

- Heart of the Valley SSA
- Appleton SSA
- Grand Chute/Menasha West SSA (now to be referred to as the Fox West SSA)
- Neenah/Menasha SSA

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Previous Work:

- 2035 Fond du Lac Sewer Service Area Plan Update.
- 2035 Wautoma/Silver Lake Sewer Service Area Plan Update
- 2035 Forest Junction Sewer Service Area Plan Update (2017 — awaiting WDNR certification)
- 2035 Rosendale Sewer Service Area Plan Update (2017 - awaiting WDNR certification)

Regional Comprehensive Plan Relationship:

Recommendation CF-2.1.1.1