

**MEETING MINUTES**  
**COMMUNITY FACILITIES COMMITTEE**  
East Central WI Regional Planning Commission

**Date:** Monday, November 7, 2022  
**Time:** 10:00 AM  
**Place:** Virtual

**1. Welcome and Introductions**

Vice Chair Lowey called the meeting to order at 10:00 a.m.

**2. Roll Call**

**Committee Members Present:**

Jeff Nooyen ..... Outagamie County  
James Lowey-Vice Chair ..... Menominee County  
Ken Capelle ..... Shawano County

**Committee Members Absent (Excused):**

Aaron Jenson (Perm. Alt. for Brian Smith)..... Waupaca County  
David Albrecht (Perm. Alt. for Tom Egan) ..... Winnebago County  
Brenda Schneider-Chair ..... Fond du Lac County

**ECWRPC Staff:**

Kevin Englebert ..... Deputy Director  
Wilhelmina Paustian ..... Senior Planner  
Leann Buboltz..... Administrative Coordinator

**ECWRPC Guests:**

Joe Hoechst..... McMahon Associates, Inc.  
BetsyJo Howe.....Wisconsin Department of Natural Resources

**3. Approval of the Agenda/Motion to Deviate** - A motion was made by Mr. Nooyen and second by Mr. Lowery to approve of the agenda. Motion carried unanimously.

**4. Public Comment** – None

**5. Approval of the Minutes of the August 23, 2022 Community Facilities Committee Meeting** - A motion was made by Mr. Nooyen and seconded by Mr. Lowey to approve noting a change from *Vice* Chairman Schneider to Chair Schneider. Hearing of no further discussion, motion carried unanimously.

**6. Announcements** –

A. Staff Report – WQM Planning Program Staff Update presented by Ms. Wilhelmina Paustian. Ms. Paustian shared with the Committee members that the Commission is in the process of updating the Fox Cities Sewer Service Area (SSA) Plan. From January through March of this year, staff met with the communities and the wastewater treatment plant operators that are located within the Fox Cities Sewer Service Planning Area Boundary to discuss the plan update process. She also noted that in August, staff sent out draft sewer service area maps to the Communities for their review. With the information received

back from the municipalities, staff updated the draft allocation maps for each SSA accordingly.

Update on the Fox Cities SSA – Ms. Paustian shared the projected acreages for residential and nonresidential growth for the Fox Cities SSA were drafted using population projections and historic land use density patterns. Additional chapters drafted for the SSA Plan update include the WQM Planning Background and History, the Water Quality Assessment, and the Environmentally Sensitive Areas chapters. Mr. Englebert – Deputy Director added that the plan updated process is being streamlined and that over the last year staff was working internally along with the DNR moving closer to the Fox Cities Plan completion.

An update was given on the 2022 Work Program. One deliverable included in the Work Program was to update the WQM Program's Policies and Procedures as a stand-alone document from the Sewer Service Area Plans. In a September meeting, the DNR indicated they will have staff who will be available to provide input on the Commission's policies and procedures document in the next calendar year. Ms. Paustian noted that development of the Policies and Procedures document will be rolled into the 2023 Work Program.

Ms. Paustian reported that staff continues to administer the program by conducting Water Quality Management/Section 208 conformance reviews for sanitary sewer extensions, private laterals, SSA Plan Amendments, and Wastewater Facility Plan Amendments across the region. In addition, staff updated the online mapping feature for SSAs across the region. Here is a link to the map:

<https://experience.arcgis.com/experience/d3b7946b799e439fa03ff07845e1544e>

## **7. New Business/Action Items** – presented by Ms. Paustian – Senior Planner

- A. Track 176 – Sherwood Sewer Service Area Amendment. Ms. Paustian gave an overview of the request submitted under Policy I, D. The proposed amendment would add approximately 36.7 acres of largely undeveloped land along Pigeon Road into the SSA in order to provide sanitary sewer service to a proposed subdivision development in the Village of Sherwood. The 2020 census population exceeds the forecasted service area growth rate in the adopted Plan. She noted that on September 26, 2022, The Sherwood Village Board approved the request for McMahon Associates, Inc. to apply for an amendment to the SSA Plan for a proposed new subdivision and one existing residence. The Wastewater Treatment Plant is expected to have capacity for the projected additional wastewater flow. The environmental review indicated some wetlands may be impacted by the proposed development. The DNR conducted their review and issued a letter on August 17<sup>th</sup>, 2022 which determined that the total impacted area is less than 10,000 square feet, eliminating the need for wetland mitigation.

Ms. Paustian stated that based on the review and evaluation of this amendment application, it was determined that the proposed acreage expansion of the Sherwood SSA follows ECWRPC's amendment criteria and is consistent with the elements in the Sherwood SSA Plan and Water Quality Management Planning Program.

A motion was made by Mr. Capelle and second by Mr. Nooyen to approve the proposed Track176- Sherwood Sewer Service Area Amendment Motion carried unanimously.

- B. **Proposed Resolution 51-22:** Amending and Updating Section 2 of the “ECWRPC Schedule of Fees for Services” for the East Central Wisconsin Regional Planning Commission. Presented by Wilhelmina Paustian – Senior Planner

Ms. Paustian gave a brief overview of the request. She shared that the update of the proposed fee schedule would take into consideration the actual staff time and work involved with conducting conformance reviews.

Ms. Paustian noted that the proposed fee schedule is classified by the type of conformance review required as well as member versus nonmember counties. Staff proposed that fees for sewer service area amendments, sanity sewer extensions, private lateral connections, and other related conformance reviews be increased. The sewer service area amendment appeals and NR-110 Facility Plan review fees are proposed to remain the same.

A motion was made by Mr. Nooyen and second by Mr. Capelle to approve the proposed **Resolution 51-22:** Amending and Updating Section 2 of the “ECWRPC Schedule of Fees for Services” for the East Central Wisconsin Regional Planning Commission. Motion carried unanimously.

Note - Staff will bring the proposed changes to the Steering Committee in December. If the Steering Committee approves the changes, they will go into effect on January 1, 2023.

ECWRPC Water Quality Management Planning Program Fee Schedule		
(Effective: January 1, 2023)	Member	Non-Member
	County	County
<b>SSA Plan Updates</b>	None	Contract Agreement
<b>SSA Amendments</b>	\$500	\$1,000
<b>SSA Amendment Appeals</b>	\$500	\$1,000
<b>NR-110 Facility Plan/ Amendment Reviews</b>	\$500	\$1,000
<b>WQM/ Section 208 Conformance Reviews</b>	\$250	\$250
(i.e. Sanitary Sewer Extensions & Private Laterals)		

**8. Informational/Discussion Items**

- A. County Roundtable Discussion – None

**9. Establish Time and Place for Next Commission Meeting**

- A. *The next **Community Facilities Meeting** will take place Wednesday, January 11, 2023. Further details will be forthcoming.*
- B. *The next **Quarterly Commission Meeting** will take place January 27, 2023 Further details will be forthcoming.*

- 10. Adjourn** – A motion was made by Mr. Capelle and second by Mr. Nooyen to adjourn. Time noted at 10:17 a.m.

Respectfully submitted by  
Leann Buboltz – ECWRPC Administrative Coordinator