

Winnebago Town Plan Commissioner Survey

June 2012
Responses, n=12

The primary purpose of this survey is to discover what range of positions, functions and salaries exist within the towns in Winnebago County, related to planning and zoning functions and responsibilities.

1. Name of Town: Clayton, Vinland, Winneconne, Rushford, Omro, Poygan, Nepeuskun, Menasha, Neenah, Algoma, Utica, Wolf River

2. **Check one:** Our Town has 7 Town general zoning 5 County general zoning

T. Menasha currently county zoning, but looking to opt out and go with town zoning

3. Check any other local ordinances that your town has related to planning and zoning:

11 Subdivision/land division

12 Driveway or Access

7 Stormwater and erosion control/ 1 County jurisdiction

9 Nuisance/Junk

10 Site Plan

11 Sign regulation

4 Other (please list)

--complete code of ordinances (Vinland)

-- adult entertainment, cemeteries, comprehensive plan, mobile home parks, outdoor lighting, official road map, outdoor heating devices, wind energy system, sewer/sludge disposal (Winneconne)

-- special events (Nepeuskun)

-- Adult entertainment, comp plan, mobile home and animal control (wolf river)

4. Indicate which governmental bodies your town has related to planning and zoning, and check (x) their primary functions as indicated in your local ordinances.

My Town has this - (Circle YES or NO)	Governmental Body	These positions are (Circle Elected or Appointed)	Comprehensive Plan Amendment	Rezones	Conditional Use	Variations	Other primary functions (please list)
YES/NO 12/0	Plan Commission	Appointed 11	12	11	11	7	<ul style="list-style-type: none"> • CSM approval, site ordinances • Attend county meetings • Advise board on a variety of ordinance amendments. • Work on recreation planning • PC is advisory to town board/Winnebago County • Subdivision, site plan, sign regulation • Plan commission chair is also town supervisor

YES/NO 5/7	Zoning Committee	Appointed 3	2	4	4	1	Zoning committee secretary is also town supervisor
YES/NO 6/6	Zoning Board of Appeals	Appointed 4				6	Nepeuskun – appeals regarding decisions of town board
YES/NO 4/8	Other (please describe) Zoning Administrator/ Building Administrator	Appointed 2					<ul style="list-style-type: none"> • Menasha – Sustainability Committee • Vinland – Sanitary District Commissioners – Maintain sewer in mapped areas • Omro – Parks and Recreation committee – advise board and PC on items relevant to Recreation plan and its application. Develop work crews for park creation and maintenance; advise board on grant applications and land purchases •

Wolf River – we are in the process of combining the Zoning Committee and the Plan Commission, end of 2012 is the goal. We have been meeting jointly for the past 6 months.

5. Indicate stipend or per diems that are offered to elected and appointed officials in your town, **related to planning and zoning expectations, including attendance at planning and zoning related meetings.**

Governmental Body	Stipend offered (indicate amount and details). If none, leave blank	Per Diem offered (indicate amount and details). If none, leave blank	Other payment or reimbursements offered (indicate details)
Town Board	Clayton -- \$425/month Winneconne - \$300/month Nepeuskun - \$4,000 -town chair, \$2,000 – members, \$8,000-secy/clerk, \$4,000 –treas. Algoma – Chair - \$833.33/month; Supervisors - \$312.50/month Wolf River – chair -\$8000/yr; supervisors (2) -\$6000/yr	Clayton - \$45/half day or \$60/day Vinland - \$40 out of town Winneconne - \$50/diem Rushford -\$30/mtg Omro - \$15/mtg half day away from town hall Poygan - \$20/mtg Nepeuskun - \$25/mtg Menasha - \$35/mtg Neenah - \$45 Wolf River – chair - \$30/mtg other than town board; supervisors - \$30/mtg other than town board	Vinland – mileage away from town hall Winneconne – mileage Rushford – mileage Omro - \$.55/mile for driving Nepeuskun – mileage and expenses Algoma – mileage Wolf River – mileage per IRS

Plan Commission	Clayton - \$44/meeting Omro - \$30/member for PC meeting. \$60/mtg for chair. \$40/month research fee to chair	Vinland -- \$30 -@ town hall, \$40 away from hall Winneconne - \$50/diem Rushford - \$30/mtg Omro - \$15 per half day for other meetings Poygan - \$20/mtg Nepeuskun - \$50 –chair, \$75 –secy, \$25-commissioner Wolf River - \$30/mtg	Vinland – mileage away from hall Rushford – mileage Omro -\$.55/mile for driving Nepeuskun – mileage and expenses Algoma – mileage Utica – chair and secretary \$50/mtg; members - \$16/mtg Wolf River – mileage per IRS
Zoning Committee		Winneconne - \$50/diem (though said there was no ZC) Rushford - \$30/meeting Poygan - \$20/mtg Wolf River - \$30/mtg and \$30/viewing	Rushford –mileage Utica – chair and secretary - \$50/mtg; members - \$16/mtg Wolf River – mileage per IRS
Zoning Board of Appeals		Vinland - \$30/meeting Winneconne - \$50/diem Rushford - \$30/mtg Poygan - \$20/mtg Nepeuskun - \$25 Wolf River - \$30/mtg and \$30/viewing	Rushford – mileage Utica - \$16/mtg Wolf River – mileage per IRS
Other (please describe)		Winneconne -\$50/diem sewer commissioners Omro parks and rec committee - \$15/meeting	

6. Do your ordinances clearly spell out the roles and responsibilities of the governmental bodies that address land use and zoning issues in your town?

CIRCLE ONE: YES 10 NO 1 Don't Know Mostly 1

7. Check any local staff or consultant services that your town supports in order to meet **planning and zoning expectations**. Indicate salaries for each position and amount of time they are hired for. (NOTE – if you have a consultant or other position hired on retainer, please indicate the hourly rate you pay, and an approximate amount of time they worked for you in the past 12 months on planning and zoning concerns)

Position (check all that apply)	% Time	Salary or hourly rate
<input type="checkbox"/> Zoning Administrator 7	Vinland – 100% Winneconne – 5% Wolf River – this position is dual with building inspector - %100 time	Vinland - \$850/month Rushford - \$4600/yr Nepeuskun - \$3700 Utica - \$50/mtg Wolf River - \$7000/yr, \$30/mtg, \$500/yr for equipment use and a set dollar amount from permit fees (see schedule)
<input type="checkbox"/> Building Inspector 10	Clayton -15% Vinland – 100% Winneconne -95% Omro – by contract Menasha – 100%, 2 full time Neenah- unk	Clayton -- 80% of fee Vinland – various amounts Winneconne – 80% of building permit fees Rushford – 40% of building permit Neenah –see fee schedule
<input type="checkbox"/> Attorney 11	Clayton -5% Winneconne – 50% Rushford – 5 hours Neenah – unk Wolf River - varies	Clayton – hourly Winneconne - \$100/hr Rushford - \$120/hr Nepeuskun - \$100-200/hr? Menasha – hourly rate as needed Neenah – see fee schedule Wolf River – retainer of \$3000 per year to attend mtgs, \$130/hr for extra Utica - \$125/hr
<input type="checkbox"/> Clerk (who issues zoning or other building or planning related permits) 5	Clayton – full time Winneconne – 5% Rushford – 35%	Rushford - \$11,000/yr Utica - \$11,000/yr salary
<input type="checkbox"/> Engineering consultant (i.e. stormwater, road) (please describe services)	Clayton – 20% Vinland – Winnebago County	Neenah – see fee schedule

provided) 4	Neenah – unknown	
<input type="checkbox"/> Planning Consultant (please describe services provided) 3	Clayton – 10% Vinland – uses M&E, as needed Menasha – as needed (using one now to develop zoning ord)	
<input type="checkbox"/> Other (please describe) 3 Menasha – Director of Community Development Menasha – Associate Planner Omro – Audit Committee Wolf River - Town treasurer collects for dog and kennel licenses. Certain zoning conditions need to be checked.	%60 %80 Omro -8 hours/year	\$80K \$40K Omro - \$100/member/audit Wolf River - \$.25 per dog/ position included in job description

Please use this space to elaborate on any of your responses to Question 7 if needed.

Algoma – consultants are hired on an as needed basis typically through an RFP with a Not to exceed price limit for their services.

Utica - % of time is hard to calculate. It varies on the number of residents wanting permits. We can go through months without many permits and then we are swamped other months.

Wolf River – our town treasurer takes care of dog and kennel licenses. Treasure is paid \$8000/year, mileage plus \$500 for equipment use. He collects license mostly when taxes are paid, fees are per animal \$3 for fixed, and \$8 if not. Kennel licenses are \$35. Town chair collects raft licenses.

8. Is your town’s fee schedule for permits and applications readily available on your town website?

Circle One: YES 7 NO 5

If NO, please attach a copy and return with this survey.

Algoma - \$250 for CSM, other fees mirror county fee schedule

9. Please use this space for any additional information or comments you would like to provide.

Menasha – planning to initiate Zoning administration and ZBA in the near future

Thank you for your time and participation!