

CHAPTER 7 Plan Implementation and Institutional Procedures

Section 7.1 Introduction

For any planning program to succeed, the implementation procedures must allow for the attainment of the plan's goals and policies. This section will establish the procedures and requirements that the Stevens Point Urban Area Sewer Service Advisory Committee and its administrative agency, the Portage County Planning and Zoning Department, will employ in reviewing sewer extensions and in the general implementation of the Sewer Service Plan.

Section 7.2 Procedures and Review Requirements for Sewer Extensions

With the adoption of this Plan, every public sanitary sewer extension proposed within the Stevens Point urban area will require a review for plan conformance by the Portage County Planning and Zoning Department. The Planning and Zoning Department's review will be conducted in accordance with the procedures set forth in this Plan. Additionally, the Department's review will be consistent with any agreements executed between the sewerage municipalities and the Portage County Planning and Zoning Committee, which serves as the Planning Department's supervisory authority. The requirements of the local review process are outlined below:

- A. There are two different types of requests for the physical extension of sanitary sewer infrastructure: extension of public sewer main, and private connection to existing sewer. For the extension of public sewer, an official request form must be initiated and submitted by the Municipality in which the sewer extension is proposed (not the developer). For the extension of a "Private Interceptor Main Sewer and/or Building Sewer", the request form may be initiated and submitted by the plumber or developer's agent. In either case the request form and a general location map of the proposed sewer extension(s) shall be submitted to the Portage County Planning and Zoning Department. The location map should show the location and length of the proposed sewer extension and its service area. (A copy of the request forms is located in Appendix D.) The extension request should be made early in the planning process to insure that local review and approval of the extension is made prior to submittal of detailed sewer plans to the Department of Natural Resources.
- B. The County Planning and Zoning Department will review the sewer extension request to determine if the extension is in conformance with the Sewer Service Plan. Within five (5) working days of receipt of the request, the Planning and Zoning Director or his designee shall provide the applicant with the Planning and Zoning Department's review of the request. If the proposed sewer extension is in conformance with the Plan, the Planning and Zoning Department shall approve the request and so indicate on the sewer extension request form. This form would then be returned to the applicant, to be attached to the sewer extension plans to be submitted to the Department of Natural Resources by the applicant.
- C. If the proposed extension is not in conformance with the Sewer Service Plan, or if there are questions about consistency, the applicant will be notified of such by the Planning and Zoning Department within five (5) days. The proposed extension will be submitted to the Urban Area Sewer Service Advisory Committee for their consideration if an amendment to the Plan is requested.

- D. Within thirty (30) days of the initial receipt of the sewer extension request by the Planning Department, the Sewer Service Advisory Committee shall meet to review the amendment request (see Section 7.3 below for boundary extension procedures). The Committee's decision on the request will be transmitted in writing by the Planning Department to the applicant and to the Department of Natural Resources - Bureau of Water Quality Management.
- E. Sewer extension requests or Plan amendments denied by the Sewer Service Advisory Committee may be appealed directly to the Department of Natural Resources - Bureau of Water Quality Management.

Section 7.3 Procedures and Standards for Amending the Sewer Service Area Boundary

Sewer service area boundary line amendments may be requested by the municipality in which the amendment is desired. The following amendment procedure is provided to give municipalities and private developers the needed flexibility to accommodate unanticipated community growth, additional technical data, or new community needs. Two types of sewer service area boundary amendments are possible.

- ❖ **Type I Boundary Amendment.** The Type I Boundary Amendment occurs when a community requests to amend its service area boundary without increasing the total land area that the community has within its sewer service area. For every acre of land which is added to the community's service area, an area of developable land of equal size must be removed from their service area. This type of amendment is provided to accommodate unanticipated shifts in the location of future growth as identified by this Plan. Under this amendment procedure, total community growth served by sewer service is expected to remain approximately the same as provided for in the Plan.
- ❖ **Type II Boundary Amendment.** A Type II Boundary Amendment occurs when a community amends its sewer service area boundary and increases its total service area acreage. The primary justification for a Type II Boundary Amendment is for unanticipated new population or mercantile growth to be served by sanitary sewers above that which was projected in the Sewer Service Plan.

A. Amendment Procedures

For Type I and Type II Boundary Amendment Requests, the following procedures shall be followed:

1. The municipality requesting the change shall submit a written request for a boundary amendment to the Portage County Planning and Zoning Department, acting as administrative agent for the Advisory Committee. The request shall include the following information:
 - a. A map showing the location and extent of the property, including the acreage.
 - b. A general description of the development proposal.
 - c. A general timetable for implementing the proposal.
 - d. Submission by the local engineer, consultant, or the designated agent of the municipality of a description of how the proposed development would affect the capacity of the community's treatment plant and related collection system or any other information judged to be relevant to the application.

- e. In the case of a Type I Amendment request, a map showing the boundaries and acreage of the land which the community would like considered for removal from the sewer service area. The acreage of this land shall be equal to the amount that is being requested to be added to the service area.
 - f. In the case of a Type II Amendment request, a comparison of the growth projections of the Sewer Service Plan with the actual population and mercantile growth which the community has experienced.
2. **Approval for Type I requests.** Upon receipt of the amendment request from the community, the Planning and Zoning Department will review the request for compliance with the standards listed in Section 7.3(B) below. Planning and Zoning Department staff may approve the request, if compliance is found. Notification of the approval shall be forwarded to the Sewer Service Advisory Committee members. Committee members shall have fourteen (14) days to register any objections to the approval with the Planning and Zoning Department. If such objection is registered, a meeting of the Sewer Service Advisory Committee will be scheduled at the earliest possible date for review and action.

If for any reason the Planning and Zoning Department is unable to approve the request, it will be referred to the Sewer Service Advisory Committee for review and action.

3. **Approval for Type II requests.** Upon receipt of the amendment request from the community, the Planning and Zoning Department will schedule a public hearing on the request before the Sewer Service Advisory Committee.

Planning and Zoning Department staff shall prepare a staff report for review and consideration by the Sewer Service Advisory Committee which assesses the completeness of information submitted in support of any sewer service area adjustment request. The report shall also assess the degree to which the request meets standards set forth in Section 7.3(B) below.

4. The decision (by Committee or Planning and Zoning Department) will be transmitted in writing to the applicant and the Department of Natural Resources - Bureau of Watershed Management. The Department of Natural Resources has final approval authority over all amendments. Any amendment requests denied by the Advisory Committee may be appealed by the applicant to the Department of Natural Resources.

B. Boundary Amendment Standards

In order to provide an equitable and uniform basis for revising the sewer service boundaries, all proposed amendments should meet standards 1 through 3 below, and either standard 4 or 5.

- 1. There will be minimal adverse impact on water quality from the development which would be made possible by the amendment.
- 2. Existing or planned sewage facilities and interceptors must have sufficient capacity to transport and treat the projected wastewater flows generated by the added territory.
- 3. The boundary amendment and proposed development must be in conformance with adopted local community Comprehensive Plans and the established goals and policies of the Sewer Service Plan.
- 4. **For a Type I amendment,** the configuration of the sewer service area boundary may be modified provided there is no increase in the total acreage projected in the Sewer Service

Plan for a particular community. Modifications of the boundary should be shown to be cost-effective, orderly, and a logical extension of urban development. This type of amendment would most likely occur where urban development in a particular location abuts the current limits of a community's service area and requires sewer service. Also, where a developer or municipality proposes additional development beyond this boundary in conformance with adopted local plans, an amendment would be considered.

5. **For a Type II amendment**, the established acreage of a community's sewer service area should be increased only when it can be demonstrated that the circumstances and/or market forces leading to the request (residential or nonresidential) were not anticipated at the time the Sewer Service Plan's projected growth rate for the community was projected. Any amendments under this site-specific boundary adjustment standard should also be cost-effective, orderly, and a logical extension of urban development. (For discussion of overall boundary adjustment, see Section 7.7 below).

Section 7.4 Sewer Service Plan Amendments

In addition to sewer service area boundary line amendments, other Plan amendments may be necessary to accommodate changes in community needs or conditions. Amendments to State laws may likewise require the Sewer Service Advisory Committee to review and refine the policies of the Plan.

Amendments to the Sewer Service Plan text will follow a similar procedure as specified in Sections 7.3 and 7.9 of this Plan. A request for a text change may be initiated by either a municipality or the Sewer Service Advisory Committee itself (see Section 7.3(A)(2) above).

Section 7.5 Procedures and Review Requirements for Construction or Expansion of Treatment Facilities

With the approval of this Plan, all municipal treatment plant expansion proposals and new treatment plant proposals not identified in the current municipal Facilities Plans as of the date of adoption of this Sewer Service Plan shall be reviewed by the Sewer Service Advisory Committee. Those proposals already approved in the Facilities Plan are considered a part of this Sewer Service Plan and do not require additional Committee approval.

The action taken by the Sewer Service Advisory Committee on sewage treatment proposals is advisory to the Department of Natural Resources which has final authority over approval or denial of all expansion or new facility requests. The following steps are intended to facilitate the local review of all municipal treatment plant proposals.

1. A summary proposal for the construction or expansion of a municipal wastewater treatment plant will be sent to the Sewer Service Advisory Committee through the County Planning and Zoning Department to be reviewed for conformance with the local Sewer Service Plan. The proposal shall be made at the earliest practical date in the planning process for such construction or expansion.
2. The County Planning and Zoning Department, acting as the Committee's agent, will receive the proposal and will forward a copy to the Department of Natural Resources for comment, and schedule a meeting of the Sewer Service Advisory Committee within 30 days of receipt of the proposal. The Planning and Zoning Department shall assist the Committee with its review of the proposal and shall facilitate a decision on the proposal for the applicant unit of government.

3. The Advisory Committee meeting on the proposal shall be for the purpose of determining if the proposal is consistent with the Sewer Service Plan. The decision of the Committee shall be recorded by formal vote. The action of the Committee shall be forwarded in writing by the Planning and Zoning Department on behalf of the Committee to the Department of Natural Resources and to the applicant municipality.

Section 7.6 Notification Of Large Scale On-Site Waste Disposal Systems

The Portage County Planning and Zoning Department On-Site Waste Section will notify the appropriate Engineer and Building Inspector of all applications for on-site waste disposal systems of a capacity of 1,500 gallons per day/per acre or greater, applied for within the sewer service areas of Stevens Point, Whiting, and Plover.

Section 7.7 Sewer Service Plan Reevaluation And Update

A comprehensive reevaluation and update of the Sewer Service Plan shall be undertaken at least every five years. The updates shall include, but not be limited to, a reevaluation of the following Plan elements:

- A review and update of the urban area growth trends and population projections for a 20 year planning period.
- A review of the population (development) densities, household size change, and urban development trends in the area.
- An assessment of any significant changes to environmentally significant lands in the area.
- An assessment of any major land use changes or developments in the Stevens Point urban area.
- Any necessary revisions to the goals and policies of the Sewer Service Plan.
- A revised sewer service area boundary extended to accommodate the urban area's projected 20 year growth.
- A brief description of any amendments to the Plan and service area boundaries which were made prior to the comprehensive update.
- Any necessary revisions to the Plan implementation and institutional procedures.
- A public hearing on the updated Sewer Service Plan.

Section 7.8 Institutional Structure For Continuing Plan Implementation

With the approval of this Sewer Service Plan an institutional structure is established whereby the Stevens Point Urban Area Sewer Service Advisory Committee will continue to function as the local policy body responsible to the Department of Natural Resources for maintaining this Sewer Service Plan under NR 121 of the Administrative Code. The Committee will continue to function under the by-laws adopted by the Committee on November 9, 1982, as amended on January 3, 2007.

Under this institutional structure, the Portage County Planning and Zoning Department will function as the administrative agent for the Sewer Service Advisory Committee in accordance with the Committee's by-laws and the Planning and Zoning Department's Annual Work Program

as approved by the Portage County Planning and Zoning Committee. As agent for the Committee, the Planning and Zoning Department is responsible for assisting the Committee with all its administrative functions, and for providing professional planning advice.

Section 7.9 Public Participation And Hearing Requirements

The broad make-up of the Stevens Point Urban Area Sewer Service Advisory Committee has, in itself, enabled the preparation of this Sewer Service Plan to reflect the desires and needs of the eight member urban area units of government.

Other measures taken to provide for public participation include: public newspaper notice of all Committee meetings, technical advisory meetings of local staff people, newspaper and radio reports of Committee actions, and a public hearing on the Plan.

After taking testimony and comments on the Plan at the public hearing, the Committee shall take action to adopt the Sewer Service Plan incorporating any comments from the hearing which the Committee deems appropriate to be included in the Sewer Service Plan. The Plan will then be transmitted to the Department of Natural Resources for formal review and adoption.

Upon adoption of the Sewer Service Plan by the Department of Natural Resources, the Committee shall send notification of the adoption of the Plan to each of the member communities. The notice shall inform them of the Plan's existence and necessity for the community to make local staff and developers aware of the need to coordinate their development proposals with the requirement of the Sewer Service Plan.

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