



Sawyer County

Agenda

Tourist Rooming House Committee Meeting
Thursday, August 31, 2023 @ 10:00 AM
Sawyer County Board Room

Page

1. CALL TO ORDER

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to: <https://us06web.zoom.us/j/87403034030>. You can also use the dial in at 1-312-626-6799 with the Meeting ID: 874 0303 4030. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. SCOPE OF COMMITTEE

- The goal and scope of the committee is how to develop and investigate properly licensed TRHs involving county jurisdictions of zoning, environmental health, health & human services, land records, education, other applicable State Statutes. Then, to forward those recommendations to the Sawyer County Board of Supervisors for policy implementation or Ordinance amendments.
- Matt's Statement regarding 2017 ACT 59 Right to Rent Bill

6. PUBLIC COMMENTS

At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:

- Comments will be limited to 3 minutes or less per individual.
- Comments should be directed to the Committee as a whole and not directed to individual Committee members.
- The Committee cannot respond to your comments during this time.
- Please sign in and fill out a public comment sheet if you wish to speak.

7. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [7.27.23 TRH Minutes DRAFT](#)

8. ATCP 72.10(5). SAWYER COUNTY HAS AN OBLIGATION TO APPLY THE CODE AS STATED FOR SEPTIC SIZING. DOES THE COMMITTEE WANT TO RECOMMEND THAT THE COUNTY IMPLEMENT THE CODE AS TO PROPERLY LICENSE TRHS? DISCUSSION/ACTION

ATCP 72.10(5): “A private sewage disposal system as defined in s. [145.01 \(12\)](#), Stats., is permitted when a public sewer facility is not available to the premises. The system shall be located on the premises and shall be designed, constructed and operated in accordance with chs. [SPS 382](#) and [383](#) and s. [145.245](#), Stats.” SPS 382 & 383 is for plumbing and private onsite wastewater treatment systems.

9. OPTIONS FOR SEWER SYSTEM SIZING BASED ON APPENDIX SPS 383. DISCUSSION/ACTION

Commercial Sizing Vs. Residential Sizing for Non-Holding Tanks Systems. Commercial sizing for TRHs would allow 3 occupants per bedroom as per sewer system sizing

- a. [TRH Commercial Sizing TRH](#)

10. FUTURE AGENDA ITEMS

- Resort Definition
- Timelines of potential Sewer System Sizing implementation
- Example documentation for possible commercial sizing

11. ADJOURNMENT

DISCLAIMER:

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee’s function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk’s Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

Mission Statement: The Sawyer County Board of Supervisors will strive to provide excellent services and responsible leadership to protect and enhance Sawyer County citizens, businesses, and resources, while preserving our unique heritage.

**Minutes of the July 27th meeting of the Sawyer County
Tourist Rooming House Sub Committee
Board; Sawyer County Courthouse/Virtual**



Voting Committee Members Present (X)

- Ginny Chabek – Chair
- Phil Nies – Vice Chair
- Tweed Shuman
- Stacey Hessel
- Chris Rusk
- Gary Nathan
- Matt Dale
- Cheryl Treland
- Kris Viecceli
- Martin Hanson
- Ryan Cari
- Laura Rusk

Non-Voting Members Present

- Lynn Fitch
- Jay Kozlowski
- Eric Wellauer
- Matt McKay
- Julia Lyons
- Doug Mrotek
- Andy Albarado
- Brian DeVries
- Rick Peters
- Julie McCallum

Others Present

- Le Sedlacek
- Brittney Ingerhall - Virtual
- Mike Nylund - Virtual
- Amy Stalter - Virtual

Call to Order/Pledge of Allegiance– Chair Chabek called the meeting to order at 10:00 am. Roll call was taken; quorum was met.

Certification of Compliance with the open meeting law was met.

Public Comments – Linda Zillmer, Le Sedlacek, Brittney Ingerhall, Mike Nylund, Amy Stalter

Minutes from the previous meeting dated: June 20, 2023

Motion to approve made by: Ms. Treland Second by: Mr. Nies
Motion carried without negative vote.

Scope of Committee -

Brief statement by Jay, Eric, & Matt - Mr. Kozlowski advised that the committee was formed by Sawyer County Supervisor direction and recommendations will be forwarded to committee level and/or the full Board. Mr. Wellauer advised that he has reached out to state agencies involved in licensing tourist rooming houses and septic systems. There are specific occupancy recommendations on record that need to be considered regarding septic requirements. He would like to see this committee develop septic system guidelines based on occupancy. Matt McKay, environmental health technician, reported that one of his responsibilities is that of licensing and he would like to have the tools to address complaints that come to his department. He provided several examples of complaints that he has received. Matt Dale advised that they follow the current lodging code based on cubic footage when advertising rental. Eric Wellauer advised that another State code also needs to be considered that does not seem to be used in determining current occupancy capacity. Ms. Chabek stated that using septic system capacity may be a reasonable tool for helping determine future occupancy capacities.

Other area ordinances have been reviewed for comparison, though they do not seem to accurately reflect Sawyer County situations. Two things can be considered (size of rooms for how many people are allowed and how many people are allowed on the septic system installed). Mr. Hanson asked if the County could categorize the complaints received and use the data for decision making by this committee; however, Mr. McKay can only document areas that can be addressed by ordinance or statute, so documenting historical data may be difficult. It was questioned on whether the original build occupancy requirements of a domain should be considered, and whether domains are rezoned commercial to be TRHs after they've been occupied as a residence. They are not currently rezoned. Mr. DeVries addressed road placement and access on some TRH properties and wondered if road maintenance might be considered within the scope of this committee. A private road maintenance agreement could cover several concerns and would be a recorded document. Education must be a part of any result of this committee.

Rebecca Roeker, corporate counsel, provided an overview of what some other counties are doing, such as taking a zoning approach or an environmental health approach. WCA is also working on a model ordinance at this time and it is in the drafting stage. The County will need to contemplate how much legal risk it wants to assume in regulating TRHs. Chapter 66.104 is a Statute that needs to be considered when developing any regulation measures. Statutes 72 and 73 also should be reviewed. Contractual relationships between the county and owners should be minimal, if not avoided entirely.

Water quality also needs to be part of the review process of this committee. Ms. Chabek stated that the goal of the committee is to develop a recommendation for the County board based on regulations/licensing involving county jurisdictions of zoning, environmental health, health & human services, land records and education, then forward those recommendations to the Board.

A motion was made by Mr. Nies; second by Ms. Rusk to approve these areas as the scope of the committee. Motion carried without negative vote.

Northwest Sanitary Pumping Update (Holding Tank vs Conventional) -

Kris Viecceli reported on what they are seeing in regards to service calls their company deals with in septic systems. They are seeing very high holding tank volumes and recommends requiring working alarm systems. Annual alarm checks should be considered. Alarms should not be silenced by renters, but that is happening. Wireless remote alarms could by-pass the silencing process. Some rentals are requiring weekly attention of holding tanks and she would like to see permitting for these systems reduced in the future. Pumping frequency is becoming a concern; they are seeing about six emergency calls each week for holding tanks for some year-round rooming houses.

Options for Sewer System Sizing -

Documents identifying holding tank design options for commercial, residential and hybrid sizing were shared with the committee. Mr. Kozlowski suggested the committee create some type of hybrid version of the occupancy of non-holding tank information provided. Residential sizing could be used for holding tanks as a measure for occupancy. Resorts that have been converted to condos are another type of domain that may have to be included in this committee.

Mr. Kozlowski addressed the process that would have to be used to moving from residential status to commercial status in zoning. Ms. Roeker reviewed potential legal impacts of this option.

Future Agenda Items -

educational opportunities, resort definition, timelines of enforcement, road maintenance agreements, WCA model ordinance, presentation from a TRH owner

Adjournment – 11:49 am

Next Meeting: August 31, 2023 **Time:** 10:00 am **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

**Occupancy Design Option for Tourist Rooming Houses with Non-Holding Tank Septic Systems
by Eric Wellauer 3/30/2023**

# of Bedrooms	Residential # of Occupants per bedroom SPS 383.43(3)(a)	Residential Estimated Flow (per bedroom) in gpd SPS 383.43(3)(a)	Residential Design Flow (150 per bedroom) in gpd for soil treatment SPS 383.43(2)	TRH Maximum # of Occupants = Residential Design Flow / 48.75	TRH Estimated Flow (per room) in gpd (Appendix, Table A-383.43-1)	TRH Design Flow in gpd for soil treatment (per room)
1	2	100	150	3	97.5	146.25
2	4	200	300	6	195	292.5
3	6	300	450	9	292.5	438.75
4	8	400	600	12	390	585
5	10	500	750	15	487.5	731.25
6	12	600	900	18	585	877.5
7	14	700	1,050	21	682.5	1023.75
8	16	800	1,200	24	780	1170
9	18	900	1,350	27	877.5	1316.25
10	20	1,000	1,500	30	975	1462.5

**Residential Estimated Flow per Person = 50 gpd
Residential Design Flow per Person = 75 gpd**

**TRH Estimated Flow per Person = 32.5 gpd
TRH Design Flow per Person = 48.75 gpd**

Design Flow = 150% of Estimated Flow for Soil Treatment Systems