MEMORANDUM

To: Town Officials (Chairs, Clerks, Building Inspectors & Other Town Staff) Development Community (Plumbers, Engineers, Surveyors, Builders & Developers)

From: Kara Homan, AICP, DLS Director (kara.homan@outagamie.org)

Date: March 17, 2020

RE: Update #2: Interim DLS Operations in response to COVID-19

I write to provide an update on several items that were unresolved in the initial communication of our COVID-19 Interim DLS Operations Plan.

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Item #3 UPDATE: Previously scheduled meetings, inspections & hearings.

Zoning Committee. The Zoning Committee originally scheduled for Tuesday, March 24th has been cancelled. We are working diligently to reschedule the meeting in a legally compliant, virtual format. All applicants and stakeholders affected by this cancellation have been notified directly by our office. As the COVID-19 situation continues to evolve, we will be evaluating each standing Zoning Committee on a case-by-case basis. We will do our very best to ensure applications are processed & heard in a timely manner, while ensuring we are preserving public health. Thank you for your patience as we work through this.

County Board. The County Board meeting originally scheduled for Tuesday, March 24 has been cancelled. Communities with pending rezonings have been directly notified that action on those items will be postponed to a future County Board Meeting. Due to the election and reorganization of the County Board after the April 7th election, the County Board will not be meeting again until April 21st, at the earliest.

Inspections. We are still conducting inspections within the County on an appointment basis. Our staff will be practicing social distancing per the guidance of Public Health officials. Team members will be maintaining a minimum 6 feet from all in-person contacts while on inspection. There is no need for alarm, this is a proactive public health precaution. Continue to work with your POWTS or Zoning inspector to make inspection arrangements. We will do our very best to serve you during this time.

Item #4 UPDATE: Signatures for CSMs and Plats

CSMs. Effective immediately, CSMs requiring county signature and recording shall be submitted as follows:

1. Mail the final approved CSM, including both 1) all non-county signatures; AND 2) a check payable to: Outagamie County R.O.D., to the following address:
   Outagamie County DLS
   Attn: CSM
   320 S. Walnut St.
   Appleton, WI 54952

   We will sign and route to the County Treasurer’s office* for signature, and R.O.D. for recording. If we receive a check to record, we will presume it should be recorded as soon as possible.
Based on current county operations, CSMs received in the mail by Wednesday should be recorded by no later than Friday. AS our physical office remains closed, CSMs will not be accepted in person until further notice.

*Taxes must be paid in full, per county code, prior to County Treasurer’s signature. Information on how you can pay any outstanding tax bills can be found here.

The Outagamie County Register of Deeds (R.O.D.) is currently open & recording. Updates on Outagamie R.O.D services can be found at their website here.

General CSM questions can continue to be e-mailed to CSM.Final@outagamie.org

Plats. Signatures for plats will be handled upon request, on a case-by-case basis. Please contact kara.homan@outagamie.org or steve.swanson@outagamie.org to make arrangements.

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The situation around Coronavirus continues to evolve rapidly. We will continue to post operational updates to our departmental web page.

Please forward this communication to anyone within or outside your organization (builders, contractors and developers) who may need this information.

We encourage you to stay up-to-date on the local, state and national response to COVID – 19 at the following sources:

- Outagamie County Public Health
- Wisconsin Department of Health Services
- US Centers for Disease Control

Any immediate questions or concerns not addressed in this communication can be directed to me at kara.homan@outagamie.org.