

COUNTY OF DUNN



Environmental Services Department Planning & Zoning Division

Bob Colson, Administrator
3001 US Hwy 12 E, Suite 240
Menomonie, WI 54751
Phone: 715-231-6522
Email: rcolson@co.dunn.wi.us

MEMORANDUM

To: Officials (County Supervisors, Town Chairs, Town Clerks and Building Inspectors),
Development Community (Plumbers, Engineers, Surveyors, Builders & Developers),
General Public

From: Bob Colson, Planning & Zoning Administrator

Date: March 24, 2020

RE: Interim Planning & Zoning Operations in response to COVID-19 (Updated 03.24.2020)

In an effort to curb the spread of COVID-19 (aka Coronavirus), the Dunn County Planning and Zoning (P&Z) Division is taking the following measures:

Until further notice the P&Z office will be open to the public by appointment only. The Zoning Administrator will be in the office during business hours (8:00 am - 4:30 pm) to take phone calls, respond to emails and to schedule office appointments.

What does this mean for you?

1. Submitting Applications. The methods and processes to submit applications (POWTS, Zoning and Shoreland Zoning), Land Divisions (CSMs & Plats), and other approval requests (Rezoning, Variances, Special Exceptions, etc), have changed;

a. Prior to showing up at the Zoning Office contact the Zoning Administrator to make an appointment. Bob Colson, Phone; 715-231-6522,
Email rcolson@co.dunn.wi.us

Note; when you arrive, the building will be locked and only those customers with a prearranged appointment will be instructed on how to enter the building.

b. Consider submitting applications via email or regular mail. Applications can be downloaded from our website at; <https://www.co.dunn.wi.us/planningzoning>. The link takes you to the first page of our website where in the left margin is a box labeled “**In Departments:**” click on the “**Zoning**” link. This opens a second page where under the heading “**Zoning Applications**” are links to all of our zoning applications. In addition, if you click on the “**Sanitation**” link you will find our sanitary applications.

PAYMENT. Payments will be received at the service counter **by appointment only.** Our preference is to receive payments by mail. Even though mail payments will delay processing, please consider the health of everyone involved.

2. Communicating with staff. Since some staff will be working from home, the preferred method to communicate with them is by email. For these individuals phone calls are still an option but consider limiting such calls to emergency or unique situations.

Do not contact these individuals for an office appointment, only the Zoning Administrator (Bob Colson) will schedule these appointments.

Team member contact information;

- Janet Riedel, Email jriedel@co.dunn.wi.us Phone 715-231-6521

- Michelle Hrdlicka, Email mhrdlicka@co.dunn.wi.us Phone 715-231-6524

I will be in the office, and available by appointment only,

- Bob Colson, Email rcolson@co.dunn.wi.us, Phone; 715-231-6522.

3. Inspections. We are still conducting inspections within the County. Inspectors will be practicing social distancing per the guidance of Public Health officials. They will be maintaining a minimum 6 feet from all in-person contacts while on inspections. There is no need for alarm, as this is a proactive public health precaution. Please continue working with my staff regarding permits and scheduling inspections.

Note; Michelle Hrdlicka is the main contact person for POWTS inspections, Zoning Permits and Zoning Inspections. Rest assured, we will do our very best to serve you during this time.

4. CSMs and Plats. Contact the Surveyor to schedule an office appointment regarding CSMs and Plats.

- Tom Carlson, Email tcarlson@co.dunn.wi.us Phone, 715-231-6526

Dunn County is following guidance from the World Health Organization, Centers for Disease Control, and State of Wisconsin Department of Health Services. It is important to note the coronavirus outbreak and public response is extremely fluid and subject to change. County officials are continually assessing conditions and are in close communication with the Dunn County Public Health Department. Regular updates will be posted on the County's website at <https://www.co.dunn.wi.us/> and the Dunn County Facebook page <https://www.facebook.com/dunncountywi/>

For the latest guidance and to stay informed, visit the CDC's COVID-19 website at www.cdc.gov/coronavirus and the Wisconsin Department of Health Services at www.dhs.wisconsin.gov/covid-19

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

Any immediate questions or concerns not addressed in this communication can be directed to me at rcolson@co.dunn.wi.us