

To: FDL Outlying Sanitary Districts

Re: Sanitary Sewer Area Study

East Central Wisconsin Planning Commission is required by law to periodically review the area in which communities are allowed to construct sanitary sewers. East Central has sent out packets to each district so they have the materials necessary to make a decision if their district service area needs to be revised.

At this year's OSG annual meeting, Ron Cunzenheim presented this topic to those in attendance. Ron was asked to provide a document that gives a step by step process for sanitary districts to follow to make the determination if a district should be revised. Attached is this document.

Please contact Ron with any questions. 920-921-5446

SSA Study (SSAS)

The East Central Wisconsin Plan Commission (ECWRPC) is required by law to periodically review the area in which communities are allowed to construct sanitary sewers. Most of you were recently notified that the City of Fond du Lac Sanitary Sewer Area, in which your sewer districts are located, is due for review. The purpose of this memorandum is to advise you to **take this issue seriously**. The study will continue whether or not you take part in it. If you do not participate in the study, there is no assurance that future sewer needs of your district will be considered. The OSG executive committee has asked the technical standards committee for a summary of what will take place as part of the study and some of the steps you will need to consider in order to make sound judgments for your future sewer needs.

ECWRPC has already sent a packet of information to each town and sanitary district included in the Fond du Lac service area. If you received such a packet you should read it thoroughly to determine what you are expected to do. If you have not received a packet, please let John St. Peter or Ron Cunzenhein know to make arrangements to have one sent to you. The basic question being asked of each of you is "Do you wish any area added to your existing sewer service area?" Following are some of the steps you must consider to make a proper evaluation of you district's needs.

Before you begin your determination of your district's needs, locate a copy of the following items all of which will affect your decisions:

- ECWRPC information packet
- City of Fond du Lac-OSG Contract and all of the recently updated addenda
- A copy of your customer base
- Town's Comprehensive Plan
- Town's Zoning Ordinance
- Any Intergovernmental Agreement that exists between your Town and the City of Fond du Lac.
- Approved Regional Service Area Planning Map (Exhibit #1 from 2000 agreement)
- 2010 Sewer Service Area Map

Steps to determine your districts needs:

1. Check how much capacity you have purchased within the sewer systems and the treatment plant. This information is included in the recently upgraded addenda to the contract. The capacity will be provided in terms of population.
2. Take your customer list and determine how many residents you serve. If you have commercial properties, you can convert them to residential units. Multiply the total number of units served by 2.6, the average size of a Fond du Lac County household. This will provide you with the population of your district.

3. Determine the remaining capacity you have by subtracting the present district population from the total capacity that you previously purchased. If you wish to determine the number of lots you can serve just divide the available population by 2.6. This can be of use if you wish to calculate a gross area needed to utilize your remaining capacity. Your Town's Zoning Ordinance will provide the minimum acceptable lot area for you district. Don't forget to add some area for roads, storm water management, as well as environmental sensitive areas.
4. Now that you know the area required to use up your remaining capacity, check to see if there is any available area outside of your district but within the existing Sewer Service Area boundary. You should have received a map showing the district boundaries as well as the Sewer Service Area boundary in your ECWRPC packet. If you already have sufficient area within the existing Sewer Service Area, you may be satisfied and no further action is required. If you determine you need additional service area, you must decide on what lands you wish to be added to the sewer service area. Before you decide all is well, you should also check a couple of more documents.
5. Make sure that the lands being considered as being your development area have been designated as development areas in the Town's Comprehensive Plan. If that is not the case, then you must either have the Comprehensive Plan amended or choose a different parcel or parcels in your request.
6. Similarly your Town may have entered into a boundary agreement with the City of Fond du Lac. That agreement sets aside some properties for City development which removes them from your district's consideration. If the properties under consideration fall into a City development area, you will need to consider alternative properties for your district development.

If you follow these tips you should be well on your way to making a sound decision as to your district's sewer needs and your decision should be justifiable to ECWRPC. But there is one more thing to consider.

ECWRPC has or will make population projections for each Town, City and Village included in the study area. They do not break down population by sanitary sewer district. That means that some districts may be in competition with other districts if they both exist within the same Town. This will call for some coordination between sanitary districts. I would advise all of the districts to make as many of the decisions locally as possible, as opposed to allowing ECWRPC to decide. No one, including ECWRPC, has a better knowledge of local needs than you.