



DANE COUNTY PLANNING & DEVELOPMENT

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TO: Zoning and Land Regulation Committee members
FROM: Roger Lane, Dane County Zoning Administrator
CC: Dan Everson and Dan Frick
SUBJECT: Administrative review of Certified Survey Maps
DATE: June 6, 2016

Under Dane County Code of Ordinances Section 75.17, the Zoning and Land Regulation Committee has the authority to review all certified survey maps in unincorporated areas. The ordinance also contains a clause that this authority can be delegated to the planning staff serving the committee.

Since the 1970's, this authority has been delegated to a Planning staff person by the Committee. The previous land division officer Norbert Scribner held this responsibility for almost 40 years. When Norb retired in 2009, authority of signing the final certified survey maps defaulted to the Committee Chair until a new person was selected.

In 2010, the ZLR Committee delegated Assistant Zoning Administrator Dan Everson to act as the review officer and signature for the ZLR Committee on the final document. Currently, Dan is the only person authorized by the ZLR Committee to sign the maps when completed.

Staff is suggesting that the ZLR Committee appoint an alternate person as signature for the ZLR Committee on certified survey maps once completed. This would relieve delays in Dan's absence (vacation).

The most appropriate person would be the County Surveyor Dan Frick, seeing that he works in conjunction with Dan Everson to review the certified survey maps.