

Sauk County, Wisconsin Conservation, Planning, and Zoning Department 2012 Annual Report

2012 Mission: To conserve natural, cultural, and community resources by promoting, planning, and implementing efficient and effective programs.

2012 Vision: The Conservation, Planning, and Zoning Department strive to integrate economic, social, and environmental strategies to enhance, improve, and maintain Sauk County now and for future generations.

Departmental Program Summary:

The programs within the newly combined department were broken into several key components in 2012. Each of these components was assigned to a team and each team has a team leader. It is the responsibility of the team leader to keep their team up to date and engaged in the responsibilities of that program team. This new department structure will allow for better sharing of services between departments and will serve to reduce or eliminate the seasonal fluctuations and variations in departmental work.

1. **Planning:** Creation and implementation of local and countywide development or comprehensive plans. Administration of rezoning petitions, subdivision plats and certified survey map requests.
2. **Badger Army Ammo Plant:** Staff provides support to the BOMC, attends and coordinates meetings, acts as the central location for documents, correspondence, etc.
3. **Code Enforcement:** Administration of the comprehensive zoning, flood plain, shoreland protection, subdivision, tower sitting, rural identification, nonmetallic mining, private sewage, and Tri-County height regulation ordinances of Sauk County. Included are ordinance amendments, violation investigations, and inspections to determine compliance.
4. **Permits:** Review and issuance of land use and sanitary permits, as well as soils work and inspections.
5. **Septic Maintenance/Wisconsin Fund:** Administration of the scheduled pumping and inspection of private sanitary systems. Since 1979, Sauk County land owners have gained over \$3,450,000 in state assistance for replacing failing septic systems. In order land owners to qualify the County must have a septic maintenance program.
6. **Rural Identification System:** Maintain a rural identification system in all the unincorporated areas of Sauk County. Staff assigns, maps, assembles, installs and GPS fire numbers. Once this takes place staff assigns fire protection, ambulance and post office districts. Notice letters are mailed to all districts and towns of the new addresses.
7. **Non-Metallic Mining:** Staff handled permitting, reclamation plan review and inspection, financial assurance review, reporting requirements, public hearings, enforcement and fees retention are all associated with this program. Staff is also required to collect a fee amount for the State and then supply that reimbursement to them along with the annual report.
8. **Natural Beauty Council:** The Council assists with projects such as displays at local fairs, Earth Day activities, clean ups at the local landfills, and prairie burns and plantings.
9. **Baraboo Range Monitoring:** Continued monitoring of easements purchased through the Baraboo Range Preservation Association program.
10. **Board of Adjustment:** Charged with enforcement of the county zoning ordinance, special exception permits, and any challenges to the administrative decisions. This is done through a Quasi-Judicial hearing process.

11. **Recycling/Hazardous Waste/Clean Sweep:** Upon dissolution of the Environmental Resources Committee and the Solid Waste Department the LCD was assigned responsibility for recycling and hazardous waste disposal. These efforts involve advising and providing educational resources regarding recycling and the coordination of the county Clean Sweep initiative to properly dispose of household, agricultural and very small quantity generator waste.
12. **Dam Maintenance:** Department oversees management and compliance with state safety standards for the dams owned by Sauk County. Work is performed in conjunction with Parks staff responsible for similar obligations. Workload varies with higher needs at times of repair and rehabilitation projects. Three Honey Creek Watershed Dams are under direction of the Conservation, Planning, and Zoning Department, and are County "G", White Mound, and Shanahan's. Three dams are operated by the Parks Department, and these are Mirror Lake, Lake Redstone, and Hemlock Slough.
13. **Conservation Practices:** This is a combination of all conservation practices within the department. This includes educational, sustainability, monitoring, stormwater management, forestry, and invasive activities and efforts. These activities are necessary to complete many of the requirements and objects in which allow the department to gain or complete grand funding.
14. **Working Lands (formally known as - Farmland Preservation):** A critical component of the department efforts, the program requires conservation compliance and farmland development protection in exchange for tax credits. The program provides roughly \$640,000 to \$950,000 per year in tax credits to landowners. These totals do not show up in the county budget but are an important part of the Sauk County Economy. The conversion to the Working Lands Initiative program will require considerable additional staff time but will also achieve considerably more conservation as well as provide considerably more in tax credits.
15. **Land and Water Resource Management (LWRM):** The County is mandated to operate under an LWRM Plan to be eligible for grants for staff and cost-sharing from the WI DATCP. These grants amounts have historically amounted to \$180,000 per year for staff and \$100,000 for cost-sharing with landowners for installation of conservation practices. The annual commitment is the time spent developing contracts, designing and inspecting the installation of cost-shared practices and issuing payments for projects implemented through these grants. The practices focus on achieving compliance with the non-point rules. Every five years considerable time is devoted to rewriting the plan for the next period. Next rewrite is due in 2015.
16. **Non-point Rules:** The county is delegated some responsibility for enforcement of non-point pollution requirements for agricultural operations in the county. The county staff replies to complaints and address cooperative resolution aspects of the program. This can involve providing design and installation assistance and management of efforts to obtain cost sharing. In cases where a landowner refuses to cooperate with the needed corrections the staff works with DNR staff to attain compliance.
17. **Waste Ordinance/Nutrient Management:** County permits are required for the construction rehabilitation, expansion, and abandonment or transfer of ownership of any manure storage facility. The obligation to have an ordinance is required through previous grant agreements and enforcement of the ordinance. All farms are required to have a nutrient management plan in place and responsibility for monitoring is with the LCD. Efforts include educational programming that allows farmers to develop their own plans and oversight of the plans provided for program compliance.
18. **Grazing Assistance:** Promotion of managed intensive grazing reduces erosion and runoff pollution from farm operations. Creation and implementation of grazing plans. Staff promote and advise on this transition with funds distributed through grants to the department to offset cost.
19. **Conservation Reserve Enhancement Program:** Staff assists with the implementation of this cooperative federal/state program designed to protect water quality by buffering waters from runoff pollution. The payments made to owners are from state and federal funds and the county commitment consists of the staff time to qualify applicants and provide needed design and

- installation inspections of conservation practices. County landowners have received over \$1,000,000 from DATCP in payments for participation and \$3,200,000 from FSA in payments.
20. **Wildlife Management/Damage:** Service provision is contracted to the federal Wildlife Damage Services agency. Minimal staff time is spent dealing with the occasional call, referral, approving claims and payments through committee and developing and submitting reimbursement requests.
 21. **Health Care Center Farm Management:** The department is charged with responsibility to ensure the rental land located at the Health Care Center is managed in an appropriate manner that will provide revenues to the county without harming productivity or other natural resources located on the property. Revenues from the rental of these lands amount to over \$35,000 per year.
 22. **Farm Service Agency (FSA) Assistance:** Staff assists with federal program implementation to further the conservation benefits provided to the county and the cost share assistance provided to landowners. The practices installed help achieve resource protection goals. Federal EQIP provides about \$150,000 in cost sharing each year. Maintaining eligibility for federal farm programs provides additional payments directly to farmers.
 23. **Sauk County Development Corporation (SCDC):** Provide receptionist and minor clerical duties as needed to the Sauk County Development Corporation.
 24. **Clark Creek:** Evaluation of the recent flooding in the Clark Creek watershed and development of options that could be implemented to reduce future problems. This will be a new initiative to undertake in 2010 and 2011 funded in part by a \$30,000 grant from the ARRA funds.

2012 Goals Review

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2012?
	Yes or No (If no, please provide comment)
Develop and adopt a farmland preservation plan pursuant to Chapter 91 State Statutes.	No - 06/30/2013
Complete a comprehensive review of the County Land Division and Subdivision Regulations Ordinance (Chapter 22).	No - 06/30/2013
Complete a comprehensive rewrite of the county zoning ordinance (Chapter 7).	Yes - 12/31/2012 Adoption in 2013
Develop and adopt a Sexually Oriented Business Ordinance.	No - Need Further Review with Corporation Counsel
Complete Shoreland Protection Ordinance (Chapter 8)	No - 2013
Complete the Floodplain Zoning Ordinance (Chapter 9)	No - 2013

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2012?
	Yes or No (If no, please provide comment)
Participate in the reuse process for lands within the Badger Army Ammunition Plant in accordance with the guiding principles of the Badger Reuse Plan.	No - 09/30/2013
Provide planning assistance to other county departments and committees.	Yes - Ongoing and As Requested
Assist in the development of special purpose planning processes and studies that further the goals and implementation efforts of local comprehensive plans.	Yes - Ongoing and As Requested
Organize and administer annual Clean Sweep event(s) to dispose of hazardous materials.	Yes
Work with schools and private facilities to incorporate infiltration measures in new and existing developments. (e.g... Rain Gardens)	Yes
Work with municipalities to improve implementation of stormwater runoff management, construction site erosion control standards, and flood prevention measures.	No – Currently Working with Municipalities
Continue intergovernmental cooperative efforts with local municipalities in order to apply shoreline and flood plain regulations.	Yes - Ongoing and As Requested
Provide at least four school programs to educate youth and promote awareness of natural resources.	Yes – Done Annually
Work with the Mapping and MIS Departments to ensure that all pertinent Departmental information and resources are accessible via the County's web site and the GIS system.	Yes
Provide and distribute information about departmental resources and public educational activities through various media outlets, newsletters, and the internet.	Yes
Identify and provide electronically those departmental functions that lend themselves to efficient and effective internet services. (e.g. Septic Maintenance Records)	Yes – Evaluated Annually
Monitor thermal conditions on Honey Creek for use in management of White Mound outflow (Shanahan) to address impaired waters listing.	Yes

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2012?
	Yes or No (If no, please provide comment)
Monitor conditions of the five waters identified on the Wisconsin impaired waters list.	Yes
Prepare and apply nutrient management plans.	Yes
Install CREP buffers along streams/wetlands/ponds/lakes.	Yes
Complete conservation evaluations for program participants in the agricultural programs.	Yes
Monitor water quality to establish background information and identify resource needs.	Yes
Install water quality improvement projects through Land and Water Resource Management, Otter Creek TRM and other Targeted Runoff Management Grants.	Yes

Changes / Accomplishments:

Staffing: In 2011 3.0 FTE were held vacant and this continued in 2013 as the combination of the Land Conservation and Planning & Zoning departments has been completed to the new Conservation, Planning, and Zoning Department. This included not only the combining of these departments but also the merger of budgets with the Board of Adjustment budget as well. This also included realignment of duties and strategic review of priorities. As part of this process four vacant positions were evaluated, 1.0 full-time equivalent (FTE) was filled in May of 2012 and 3.00 FTE positions were being held vacant for a total staff reduction of 20%, and a total reduction to the levy of \$221,009. The department has maintained its service levels through cross training of existing staff, and in 2012 we also placed \$50,000 in the department budget toward the hiring of an engineering firm on an as-needed project basis, and for the 2013 budget the CPZ Committee has suggested this be reduced to \$25,000, as the amount used in 2012 is expected to be approximately \$12,000.

Permit Revenue: The projected revenues exceeded the budget totals by nearly \$4,000. The department permits held steady at the predicted 2012 budget amounts of \$132,500. The adjustments made in projected permit revenues for 2012 will remain unchanged for 2013.

Reduced State Funding:

DATCP Staffing Grant: The department will continue to receive DATCP staffing grants that will go toward paying the cost of 100% of one employee and 70% of the cost of a second with the possibility of 50% towards a third. The 2012 budgeted amount was \$126,000. The actual amount received was \$114,000, down from \$172,021 in 2011. With this, DATCP is looking at the possibility of further cuts for 2013; as a result we will reduce the expected budget amount to \$110,000 for 2013.

Comprehensive Plan Implementation: In the ongoing efforts to implement the County Comprehensive Plan, the department intends to use some of the \$210,084 of carry forward money for implementation related expenses. The 2013 budget anticipates using \$26,186 towards the creation of a zoning ordinance to assist in implementing the plan. Interrelated with this process, the department will receive a DATCP grant for \$30,000 in 2013. This is to complete the Farmland Preservation Plan as required by state statute by December 2013.

Clean Sweep: The average costs of completing Clean Sweep ranged from \$56,000 to \$85,000 per year. In 2012 the Clean Sweep event was subsidized by a grant of \$16,000, with no carry forward monies remaining for 2013, the expenditures for Clean Sweep fluctuate each year depending on the participation. The carry forward amount of \$26,332 is expected to be exhausted by the end of 2012. This program has historically been supported by the Conservation, Planning, and Zoning Committee and the County Board and is recognized as an important event to clean our communities. The committee has decided to maintain two Clean Sweep events per year and the county levy will need to provide funding for the entire event as DATCP funding was eliminated for 2013.

Statistical Summary:

Output Measures - How much are we doing?			
Description	2010 Actual	2011 Actual	2012 Actual
Subdivision Plats and CSM's approved / fees collected	0 plats = \$0 71 CSM's = \$7,520	1 plats = \$300, 64 CSM's = \$7,100	1 plats = \$360, 53 CSM's = \$5,420
Implementation of Sauk County's PUD program	7 lots on 27 acres with 348 acres protected by easement	4 lots on 16 acres with 147 acres protected by easement	2 lots on 8 acres with 88 acres protected by easement
Land Use / Sanitary Permits Issued / fees collected	328 /144 \$132,029	262 / 137 \$106,428	319 / 139 \$123,090
Code Enforcement Citations	48	67	48
Wisconsin Fund Grant Awards / Grant Amount	22 / \$82,462	19 / \$55,036	17 / \$51,944
Septic System Maintenance Verifications	3,733 sent in 2010 / \$200	Online entries 4,526 / mail 23 / \$230	Online entries 4,961 / mail 8 / \$80
Soil Test / Septic Closing On-site Inspections	108 / 150	139 / 113	115 / 126
Non Metallic Mining Reclamation Program - Total Acres / Fees	2385.55 ac / \$28,420	2390.55 ac / \$29,380	2368.55 ac / \$33,150
Survey, design and installation of cost-shared water pollution control practices through various funding programs	63 practices installed	54 practices installed	62 practices installed
CREP Buffer strip program - Landowners / Acres / Linear Feet of stream	5 /22.1ac./ 9,840'	5 / 22.6ac. /10,520'	11 /178.2ac. /17,920'
Initiate a spot check process and develop a schedule of compliance for farms where needed	Schedule of compliance developed for 42 farms	Schedule of compliance developed for 102 farms	Schedule of compliance developed for 65 farms
Develop nutrient management plans for cropland through various plan preparers for program compliance	13,420 acres of new plans developed	7,101 acres of new plans developed	8,497 acres of new plans developed
Creation and implementation of grazing plans. Plans/year	6 plans	6 plans	5 plans
Assistance with preparation and revision to conservation plans to address soil erosion concerns	70 conservation plans updated	86 conservation plans updated	83 conservation plans updated
Participation and attendance at other educational events and programs	3,343 educational contacts	2,947 educational contacts	3,906 educational contacts