

Sauk County, Wisconsin Conservation, Planning, and Zoning Department 2015 Annual Report

2015 Mission: To conserve natural, cultural, and community resources by promoting, planning, and implementing efficient and effective programs.

2015 Vision: The Conservation, Planning, and Zoning Department (CPZ) strive to integrate economic, social, and environmental strategies to enhance, improve, and maintain Sauk County now and for future generations.

Departmental Program Summary:

Below is a list of the various programs provided by the department. Some of the programs listed have additional subprograms associated with them.

1. **Planning:** Creation and implementation of local and countywide development or comprehensive plans. Administration of rezoning petitions, subdivision plats, planned unit developments, and certified survey map requests. The 2014 Chapter 7 Zoning ordinance increased the conditional use permit volume that the CPZ Committee handled and will continue to handle in the future. With this upward trend and the additional permits in number four below, staffing is may need to be increased to help with the additional work loads.
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, floodplain, shoreland protection, subdivision, tower siting, rural identification, nonmetallic mining, private sewage, manure management, and the Airport Zoning ordinances of Sauk County. Included are ordinance amendments, violation investigations, and inspections to determine compliance.
4. **Permits:** In 2015 we budgeted \$148,000 for revenues and received \$205,817. This funding went to review, issue, and inspect land use, sanitary, and soils permits, plans, and applications. With a permit increase of over 40% in just land use and sanitary, the department work load is starting to increase. If this trend continues we may need to look at additional staffing.
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 \$3,600,000 in state assistance for replacing failing septic systems. In order for 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. These easements must be monitored in perpetuity.
10. **Board of Adjustment:** Charged with enforcement of the county zoning ordinance, special exception permits, variances, and any challenges to the administrative decisions. This is done through a Quasi-Judicial hearing process. The 2014 Chapter 7 Zoning ordinance reduced the special exception permit volume slightly.
11. **Recycling/Hazardous Waste/Clean Sweep:** The Conservation, Planning, and Zoning committee handles 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. In 2013 a pilot program began for assessing Agricultural Plastics, this program was successful and was added to the annual budget for 2015 and was budgeted to continue for 2016. Results will continue to be assessed on an annual bases for budget approval.
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 "N", White Mound, and Shanahan's. Three dams are operated by the Parks Department, and these are Mirror Lake, Lake Redstone, and Hemlock Slough. In 2013 Shanahan's Dam was repaired and converted to a dry dam structure, and in 2016 repair will be needed on the White Mound dam which was vandalized in 2015.
13. **Education, Outreach, and Monitoring:** The department conducts a variety of both adult and youth educational programs. Workshops, classes, and field days are used to teach residents about a host of conservation practices, natural resource topics, and innovative management systems and to promote their adoption. The department works with schools throughout the county to hold children's education events, such as Youth Conservation Days and service learning days. Both adult and youth education programming support the department's mission to promote stewardship of our county's lands and waters. Department staff also conducts monitoring throughout the year. The collected data allows us to assess the health and condition of our waters and to establish priority work areas. Additionally, education, outreach, and monitoring are often necessary in order to complete grant requirements.
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 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 staffing dollars in 2015 were at \$126,000, and \$109,500 for cost sharing. 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. In 2013 the county received the first 5 year extension permitted in the state. The plan was originally created as a 10 year plan and with support of DATCP staff our plan was approved for the additional 5 years ending in 2017. Work will need to begin in 2016 to update this plan.
16. **Non-point Rules:** The department enforces 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 CPZ department. Efforts include educational programming that allows farmers to develop their own plans, and oversight of the plans provided for program compliance. The farmer education program is a \$13,200 grant provided to the department. Most of this total is given to the farmer who sign up and complete the program. SEG funds for nutrient management plan cost sharing received in 2015 totaled \$32,500 (An increase of \$12,500 from 2014.) and the department requested an additional \$36,704 from other counties for a total of \$69,204 in 2015.
18. **Grazing Assistance:** The department offers both technical and financial assistance to farmers who want to manage their land and animals through rotational grazing. With three Certified Grazing Planners on staff, we can walk a property with the landowner, design grazing infrastructure, and develop a grazing plan. When eligible, county cost sharing is also available to grazers. In addition to personalized technical and financial assistance, we promote rotational grazing to producers through workshops, classes, and pasture walks. We encourage farmers to switch to rotational grazing because it offers environmental benefits such as decreased soil erosion and improved water quality. Rotational grazing can also prove profitable and can improve a farmers' quality of life.
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. It is a showcase of land and farm practices for Sauk County.
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. The departments' involvement in SCDC has begun to taper in 2015. The five year agreement with SCDC will end in July of 2016 and will not be renewed. The department has the need for office space and the additional staffing hours currently dedicated to SCDC.
24. **Targeted Runoff Management (TRM):** Work began on the Otter Creek Targeted Runoff Management (TRM) grant program in 2013 with a \$341,950 grant being awarded to Sauk County to improve the farm runoff and stream conditions along the creek. This project will continue with the final projects wrapping up in 2016.
25. **Regional Conservation Partnership Program (RCPP):** Promotes coordination between Natural Resources Conservation Service (NRCS) and its partners to deliver conservation assistance to producers and landowners within the Baraboo River Watershed. In 2015, nine landowners in Sauk County received assistance totaling \$43,047.00 in RCPP funds. Projects funded include: planting of cover crops, closure of a waste storage facility, and installation of stream crossings, access roads, and grassed waterways. An additional \$44,801.10 in financial assistance and \$28,226.31 in technical assistance was provided to landowners within the watershed. The total project for Sauk County is \$1.6 million total with \$975,000 of installed practices. The Baraboo River Watershed will be receiving \$2.0 million. This is a five-year program to begin in 2015.

2015 Goals Review

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2015?
	Yes or No (If no, please provide comment)
Complete a comprehensive rewrite of the County Land Divisions and Subdivision Regulations Ordinance (Chapter 22).	No - Goal amended to 2016
Develop and adopt a Sexually Oriented Business Ordinance.	No - No movement on this issue.
Complete Shoreland Protection Ordinance (Chapter 8)	No –DNR model ordinance is out – will be completed in 2016
Participate in the reuse process for lands within the Badger Army Ammunition Plant in accordance with the guiding principles of the Badger Reuse Plan.	Yes - Ongoing
Provide planning assistance to other county departments and committees.	Yes - Ongoing
Assist in the development of special purpose planning processes and studies that further the goals, implementation and five year update of local comprehensive plans.	Yes - Ongoing
Work to implement Sauk County groundwater study by developing additional local rules, inclusive of the wellhead protection ordinance, to help sustain a high quality drinking water into the future.	No - Will reevaluate for 2016
Organize and administer Clean Sweep and Agricultural Plastics events to dispose of hazardous materials and plastics.	Yes – Program has increased in Volume
Work with schools and private facilities to incorporate infiltration measures in new and existing developments. (e.g.. Rain Gardens)	Yes- Ongoing and As Requested
Work with municipalities to improve implementation of stormwater runoff management, construction site erosion control standards and flood prevention measures.	Yes - Ongoing and As Requested
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
Provide a minimum of two youth and adult environmental education activities in the county.	Yes
Promote and support initiatives to reduce and eliminate problematic populations of invasive species.	Yes
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 - Ongoing and As Requested
Complete conservation evaluations for program participants in the agricultural programs.	Yes – annual review needed.
Provide and distribute information about departmental resources and public educational activities through various media outlets, newsletters, and the internet.	Yes

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2015?
	Yes or No (If no, please provide comment)
Identify and provide electronically those departmental functions that lend themselves to efficient and effective internet services.	Yes
Monitor thermal conditions on Honey Creek for use in management of White Mound outflow to address impaired waters listing.	Yes
Monitor water quality in five streams to establish background information and identify resource needs.	Yes
Install water quality improvement projects through LWRM, Otter Creek TRM and other Targeted Runoff Management Grants.	Yes

Changes / Accomplishments:

Staffing: The combination of Land Conservation and Planning and Zoning departments includes realignment of duties and strategic review of priorities. As part of this process, we evaluated four vacant positions. In 2012, 1.0 full-time equivalent (FTE) was filled and 3.0 FTE positions were held vacant for a total staff reduction of 20%, and a total reduction to the levy of \$221,009. An additional 0.25 FTE staff is being shared with the Sauk County Development Corporation and is being billed at the rate of \$15,513 per year. Changes within the department structure and staff have also served to impact expenses in a positive way; no programs were cut and assistance in many programs has increased. The department increased its service levels through cross-training staff, increasing communications through smartphone technology, and using \$25,000 toward contracting with an engineering firm on an as-needed project basis, versus hiring a 1.0 FTE. With the RCPP funding is being approved, this will require an employee to manage the 5-year program at the approximate cost of \$80,000 salary with benefits per year.

Funding:

The CPZ Committee recognizes the importance of the County Cost-Share Program and the need to keep this funding at least to the \$80,000 level. This program assists landowners in a wide range of programs from well abandonment to the abandonment of old manure pits. For the county to enforce NR 151 performance standards, the county must provide 70% cost share according to state and county codes. Many of these old manure pits are built in or near the water table or on bedrock where proper abandonment is critical to the protection and improvement of public health and water quality.

The county cost-share dollars have also been used as an additional 10% match with Land and Water Resource Management (LWRM) grant dollars. This provides cost-sharing dollars for farmers and other landowners for erosion control practices such as grassed waterways, gutter systems, dry dams, stream bank protection, stream crossings, wetland restorations, shallow scrapes and ponds, managed grazing systems, etc. In 2015, the \$52,500 LWRM grant (70% of total project) will be matched with \$5,250 county dollars (10% of total project) to bring in \$69,300 in projects to the county; this is an approximate cost to benefit ratio of 1:13.

These funds over the years have also been used for 4.5 miles of stream restorations on Bear Creek (\$70,000). The Bear Creek project has been matched with a combined total of \$570,000 including the 2015 project year; this is an approximate cost to benefit ratio of 1:10.

This money is also used to match 10% of the \$342,000 Targeted Runoff Management (TRM) grant received for Otter Creek; by its completion in 2016, the total installed practices will be \$497,000. This is an approximate cost to benefit ration of 1:14.

Comprehensive Plan Implementation: In the ongoing efforts to implement the County Comprehensive Plan, the department intends to use some of the \$163,000 of carryforward money for implementation related expenses.

Clean Sweep: The average costs of completing Clean Sweep ranges from \$60,000 to \$80,000 per year. In 2015 the Clean Sweep event was subsidized by a grant of \$12,565, the expenditures for Clean Sweep fluctuate each year depending on the participation. This program has 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 majority of the event as DATCP funding is minimal.

Wisconsin Department of Transportation Grant: The department evaluated the \$199,732 Purchase of Development Rights (PDR) monies for the 2012 budget and identified a need for this money in 2012-2015. In December 2011, this money was chosen to be matched with \$250,000 from the WDOT which is to be used for property and easement purchases in areas affected by the Highway 12 corridor. In 2015, the grant/project was completed. The department purchased a total of 16 easements/properties for a total cost \$446,992.

Statistical Summary:

Output Measures							
Description	2013 Actual		2014 Actual		2015 Actual		
Subdivision Plats/CSM's approved	2 plats / 66 CSM's		1 plats / 64 CSM's		2 plats / 74 CSM's		
Planned Rural Developments (PRD)/lots Agricultural acres converted and acres protected	Not yet tracked		13 PRDs / 16 lots 4.65 ac. converted 755 ac. protected		18 PRDs /25 lots 15.14 ac. converted, 1,001 ac. protected		
Conditional Use Permits (CUP)	Not yet tracked		6 permits		23 permits		
Conditional Use Permits (CUP) for Dwellings in Exclusive Ag	Not yet tracked		2 dwellings		6 dwellings		
Land Use	286 permits		321 permits		404 permits		
Code Enforcement Citations	26 citations		42 citations		20 citations		
Wisconsin Fund Grant Awards / Grant Amount	19 grants / \$61,791		12 grants / \$49,544		12 grants / \$49,835		
Septic System Maintenance Notices Reported	4,476 notices		5,044 notices		4,117 notices		
Sanitary Permits Issued	156 permits		141 permits		185 permits		
Sanitary Plan Approvals	50 plans		36 plans		53 plans		
Soil Test Inspections	151 soil test		120 soil test		145 soil test		
Septic Closing On-site Inspections	149 septic closings		130 septic closings		161 septic closings		
Board of Adjustment (BOA) Inspections	54 inspections		35 inspections		43 inspections		
Shoreland Zoning Inspections	126 inspections		105 inspections		97 inspections		
Quarry Blast Inspections	22 inspections		27 inspections		38 inspections		
Code Enforcement Complaint/Follow up Inspections	155 inspections		203 inspections		152 inspections		
Non Metallic Mining Reclamation Program - Total Sites/Disturbed Acres	36 sites/620 acres		36 sites/641 acres		38 sites/650 acres		
Survey, design and installation of water pollution control practices through various programs (Ex. Streambank restoration, manure storage, barnyard runoff, waterway systems, contour and buffer strips.)	44 Completed practices 1606 tons of soil saved	23 Practices in process	50 Completed practices 2106.4 tons of soil saved	40 Practices in process	70 Completed practices 2005.09 tons of soil saved	25 Practices in process	
Install buffers through CREP program- landowners/linear Ft & acres in program	13/50,310 linear ft 156.5 acres		5/18,770 linear ft 77.5 acres		7/35,340 linear ft 67.82 acres		
Inspect farms and determine compliance with state soil and water conservation standards for FPP and LWRM participants.	129 on-site farm inspections		179 on-site farm inspections		61 on-site farm inspections		
Assist farm operators with nutrient management plans.	17 plans		75 plans		63 plans		
Assistance with preparation and revision to conservation plans to address soil erosion concerns	10 plans		21 plans		6 plans		

Description	2013 Actual	2014 Actual	2015 Actual
Creation and implementation of grazing plans.	4 plans	5 plans	13 plans
Educational programs/presentations and attendance at educational events and programs.	33 programs/ pres. 2,959 contacts	49 programs/ pres. 4,197 contacts	50 programs/pres. 3,770 contacts
Well Abandonment Program	0 well closures	2 well closures	6 well closures
Ag Plastics Program	2 programs 28 participants 10.5 tons	7 programs 135 participants 52.6 tons	6 programs 149 participants 64.6 tons
Clean Sweep Participants – Agricultural, business, and household hazardous waste collection	2 programs 952 participants 90,653 lbs. waste/tires 51,000 lbs. electronics	2 programs 968 participants 72,710 lbs. waste/tires 65,513 lbs. electronics	2 programs 920 participants 91,636 lbs. waste/tires 51,739 lbs. electronics

<u>Revenue</u> (Thru December)	<u>YTD</u> <u>2014</u>	<u>% of</u> <u>2014</u> <u>Budget</u> <u>YTD</u>	<u>Budget</u> <u>2015</u>	<u>YTD 2015</u>	<u>% of</u> <u>2015</u> <u>Budget</u> <u>YTD</u>
Land Use Permits	\$68,669.16	111%	\$62,000	\$103,667	167%
Sanitary Permits	\$58,550	94%	\$62,000	\$71,450	115%
Soils	\$9,500	83%	\$11,500	\$13,100	114%
POWTS Plan Review	\$8,375	112%	\$7,500	\$10,950	146%
County Groundwater	\$5,350	107%	\$5,000	\$6,650	133%
Wis. Fund Application Fees	\$1,650	55%	\$3,000	\$1,800	60%
Fire Signs	\$5,640	141%	\$4,000	\$8,120	203%
Nonmetallic Mining	\$32,830	119%	\$27,500	\$32,930	120%
Subdivision Plat Review	\$1,480	148%	\$1,000	\$1,360	136%
Development Plan Review	\$2,100	100%	\$0	\$0	0%
Certified Survey Maps	\$6,360	91%	\$7,000	\$7,880	113%
Planned Rural Development (PRD)	\$3,000	100%	\$2,100	\$8,950	427%
Conditional Use Permit	\$3,250	100%	\$10,000	\$9,750	98%
Conditional Use Permit (EA Dwelling)	\$600	100%	\$0	\$500	100%
Rezoning	\$1,250	42%	\$3,000	\$1,500	50%
Non Construction Fines (Court)	\$1,252.64	50%	\$2,500	\$2,458.31	98%
Permit Fines/Penalties	\$1,372.50	55%	\$2,500	\$2,300	92%
Totals:	\$		\$201,600	\$230,727.81	115%