

Sauk County, Wisconsin Conservation, Planning, and Zoning Department 2016 Annual Report

2016 Mission: To conserve natural, cultural, and community resources by promoting, planning, and implementing efficient and effective programs.

2016 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:** 2016 was the last year that staff provided support to the BOMC, attending and coordinating meetings, acting as the central location for documents, correspondence, etc. With the 2017 budget, the BAAP program was removed until further direction is given on the future of the program.
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 2016 we budgeted \$154,500 for revenues and received \$214,643. 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. While the Wisconsin Fund grant program itself may be discontinued by the State in 2017 and beyond, the Maintenance Program is a mandated program. Sauk County currently has over 10,000 private onsite wastewater system (POWTs) in this 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 handles 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. Regular audits are conducted by the State to assure compliance.
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. In 2016, this program was one of the last groups in the State to disassemble. From this point going forward it will no longer be a county sponsored program.
9. **Baraboo Range Protection Monitoring:** Continued monitoring of easements purchased through the Baraboo Range Protection Program, as a part of the MOU signed in agreement with the USH 12 Bypass. 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 Department 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 recycling agricultural plastics. This program was successful and has been added to the department's annual budget. Program needs are assessed on an annual basis 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: County N, White Mound, and Shanahan. Three dams are operated by the Parks Department: Mirror Lake, Lake Redstone, and Hemlock Slough. In 2016 repair was done on the White Mound dam which was vandalized in 2015. This repair included the removal of the remaining outer concrete layer that was damaged by vandals and which protected the pipe. The surface of the steel bands that were exposed by the damaged outer layer were cleaned and then a new layer of steel rebar was added and then covered with a new thicker layer of concrete to protect the pipe. This inventive approach will protect the existing pipe and was less than a 1/4 of the cost to replace the damaged section of the existing pipe with new. This method also didn't require a drawdown of White Mound Lake which might have hurt the fishery both in the lake and downstream to the trout water. This could also have lowered park usage as well by shutting off water so the pipe could be removed and replaced.
13. **Education, Outreach, and Monitoring:** The department coordinates a variety of adult and youth educational programs. Workshops, classes, and field days are organized to teach residents about conservation practices, natural resource topics, and innovative agricultural management systems. The department works with schools throughout the county to hold children's education events, including Youth Conservation Days and service learning days. Both adult and youth education programming support the department's mission to promote stewardship of the county's lands and waters. Department staff also conduct stream monitoring throughout the year. The collected data allows us to assess the health and condition of surface 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):** As 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 \$600,000 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 requires additional staff time but will also achieve more conservation and provide significantly 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 2016 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 begin in 2017 to update this plan.
16. **Non-point Rules:** The department enforces non-point pollution compliance for agricultural operations in the county. Department staff responds to complaints and addresses operations out of compliance. Staff provide assistance with survey, design and installation of conservation practices and identifying cost share opportunities. In cases where a landowner refuses to cooperate with the needed corrections, the staff works with DNR staff to achieve compliance.
17. **Waste Ordinance/Nutrient Management:** County permits are required for the construction, modification, expansion, and abandonment of any manure storage facility. The ordinance has been in place since 1990, was updated in 2008 to include additional livestock performance standards and is scheduled to be updated in 2017 to include additional crop land and livestock standards. The department is responsible for monitoring compliance with this ordinance including addressing any complaints related to manure spreading and storage facility spills. Staff provide education opportunities for farmers to become certified to write their own nutrient management plan utilizing a \$13,200 grant provided by the Wisconsin Department of Agriculture, Trade and Consumer Protection (WDATCP). Cost share funds are also provided by WI DATCP annually to assist producers with nutrient management plan development. Sauk County provided \$22,792 in SEG funds for nutrient management plan cost sharing.
18. **Grazing Assistance:** The department offers both technical and financial assistance to farmers who want to manage their land and animals through rotational grazing. The department has one certified Grazing Planner on staff, who can walk a property with the landowner, design grazing infrastructure, and develop a grazing plan. In 2017 the department will have 2 staff that are eligible for certification. 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. Farmers are encouraged to switch to rotational grazing because it offers environmental benefits such as decreased soil erosion and improved water quality. Rotational grazing can also prove to be 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 design and installation inspections of conservation practices as needed. 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 oversees the management of the barn, shed, crop land, and pasture located at the Sauk County Farm and the crop land located at the Sauk County Health Care Center in the City of Reedsburg. Staff work with the producer renting the crop land and pasture to ensure nutrients are applied at proper amounts and cattle are properly managed to protect on-site water resources. Revenues from the rental of these lands amount to \$59,210 per year. A number of field days and workshops are held on-site to showcase the conservation practices implemented.
22. **Farm Service Agency (FSA) Assistance:** Staff assists with federal program implementation to maximize the conservation benefits provided to the county and the cost share assistance provided to landowners. The conservation practices installed help achieve resource protection goals. Federal EQIP provides approximately \$410,000 in cost share funding in 2016.
23. **Sauk County Development Corporation (SCDC):** Provided receptionist and minor assistant duties as needed to the Sauk County Development Corporation. The five year agreement with SCDC ended in July of 2016 and will not be renewed. The department has the need for office space and the additional staffing hours 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 practices installed in 2016. This grant program will not continue into 2017.
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 2016, 18 landowners in Sauk County received assistance totaling \$206,229 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 \$48,737.07 in financial assistance and \$136,442.64 in technical assistance was provided to landowners within the watershed.

2016 Goals Review

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2016?
	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 2017
Develop and adopt a Sexually Oriented Business Ordinance.	No - No movement on this issue.
Complete Shoreland Protection Ordinance (Chapter 8)	Yes
Participate in the reuse process for lands within the Badger Army Ammunition Plant in accordance with the guiding principles of the Badger Reuse Plan.	Complete – Program removed from Dept in 2017
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.	Yes - Ongoing
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.	No - 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 - Ongoing
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
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

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2016?
	Yes or No (If no, please provide comment)
Install water quality improvement projects through LWRM, Otter Creek TRM and other Targeted Runoff Management Grants.	Yes

Changes / Accomplishments:

Staffing: In 2011, the department combined the the Land Conservation and Planning and Zoning departments. As part of that process, four vacant positions were evaluated. 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. 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 looks to continue to increase its service levels through possible cross-training staff and utilizing all available technology.

The Department also experienced staff turnover in 2016. The Department Director and Conservation Coordinator resigned their positions and took other employment in the Green Bay area. Both positions are scheduled to be filled in early 2017.

Funding:

The Department continues to look for opportunities for grant assistance with programs, as well as opportunities to use volunteer or intern assistance with department programs and research.

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 and Chapter 26 Manure Management Ordinance, the county must provide 70% cost share. Because some old manure pits were built improperly and unused wells act as direct conduits to ground water, 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, and managed grazing systems. In 2016, the \$67,500 LWRM grant (70% of total project) was matched with \$6,750 county dollars (10% of total project) to bring in \$74,250 in projects to the county; this is an approximate cost to benefit ratio of 1:11.

These funds were also used to match 10% of the \$342,000 Targeted Runoff Management (TRM) grant received for Otter Creek. By the project’s 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 continue to use some of the 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 2016 the Clean Sweep event was subsidized by a grant of \$17,931, 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 and the grant was reduced to \$12,550 in 2017.

Placemaking: The county hired a placemaker/planner in 2016 and the contract position will continue through 2017. Money was appropriated from fund balance in 2015 to which additional tax levy amounts were added in 2015 and 2016. Additionally, carryforward funds related to planning functions were added to the other amounts earmarked for placemaking, resulting in an available balance of approx. \$201,000, from which the anticipated 2017 placemaker/planner contract charges of \$60,000 will be paid.

Statistical Summary:

Output Measures						
Description	2014 Actual		2015 Actual		2016 Actual	
Subdivision Plats/CSM's approved	1 plats / 64 CSM's		2 plats / 74 CSM's		0 plats /81 CSMs	
Planned Rural Developments (PRD)/lots Agricultural acres converted and acres protected	PRD lots: 8 Total participating acres: 428.93 PRD lot acres: 51.54 Active Ag Acres converted: 2.15 5% allowance: 21.44 (under by 19.28 acres)		PRD lots: 24 Total participating acres: 1082.11 PRD lot acres: 80.87 Active Ag Acres converted: 15.14 5% allowance: 54.10 (under by 38.96 acres)		PRD lots: 16 Total participating acres: 702.24 PRD Lot Acres: 59.89 (approx.) Active Ag acres converted: 22.64 5% allowance: 35.10 under by 7.5	
Conditional Use Permits (CUP)	6 permits		23 permits		21 permits	
Conditional Use Permits (CUP) for Dwellings in Exclusive Ag	2 dwellings		6 dwellings		5 permits	
Land Use	321 permits		404 permits		416 permits	
Code Enforcement Citations	42 citations		20 citations		61 citations	
Wisconsin Fund Grant Awards / Grant Amount	12 grants / \$49,544		12 grants / \$49,835		12 grants/\$26,264	
Septic System Maintenance Notices Reported	5,044 system reported		4,117 system reported		5,369 system reported	
Sanitary Permits Issued	141 permits		185 permits		175 permits	
Sanitary Plan Approvals	36 plans		53 plans			
Soil Test Inspections	120 soil test		145 soil test		158 soil test	
Septic Closing On-site Inspections	130 septic closings		161 septic closings		157 septic closings	
Board of Adjustment (BOA) Inspections	35 inspections		43 inspections		38 inspections	
Shoreland Zoning Inspections	105 inspections		97 inspections		109 inspections	
Quarry Blast Inspections	27 inspections		38 inspections		47 inspections	
Code Enforcement Complaint/Follow up Inspections	203 inspections		152 inspections		225 inspections	
Non Metallic Mining Reclamation Program - Total Sites/Disturbed 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.)	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	86 Completed practices 2,104.11 tons of soil saved	81 Practices in process
Install buffers through CREP program- landowners/linear Ft & acres in program	5/18,770 linear ft 77.5 acres		7/35,340 linear ft 67.82 acres		10 landowners 32,921 linear feet 65.96 acres	
Inspect farms and determine compliance with state soil and water conservation standards for FPP and LWRM participants.	179 on-site farm inspections		61 on-site farm inspections		160 on-site farm inspections	
Assist farm operators with nutrient management plans.	75 plans		63 plans		26 plans	
Assistance with preparation and revision to conservation plans to	21 plans		6 plans		17 plans	

address soil erosion concerns			
Creation and implementation of grazing plans.	5 plans	13 plans	30 plans
Educational programs/presentations and attendance at educational events and programs.	49 programs/ pres. 4,197 contacts	50 programs/pres. 3,770 contacts	67 Programs/Pres. 3,928 contacts
Well Abandonment Program	2 well closures	6 well closures	5 well closures
Ag Plastics Program	7 programs 135 participants 52.6 tons	6 programs 149 participants 64.6 tons	6 programs 125 participants 50.27 tons
Clean Sweep Participants – Agricultural, business, and household hazardous waste collection	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	2 program 882 participants 73,814 lbs. waste 64,657 lbs. electronics
Description	2014 Actual	2015 Actual	2016 Actual

<u>Revenue</u>	<u>YTD 2015</u>	<u>% of 2015 Budget</u>	<u>Budget 2016</u>	<u>Year End 2016</u>	<u>% of 2016 Budget</u>
Land Use Permits	\$103,667	167%	\$68,000	\$114,273	168%
Sanitary Permits	\$71,450	115%	\$62,000	\$66,350	107%
Soils	\$13,100	114%	\$11,500	\$16,200	140%
POWTS Plan Review	\$10,950	145%	\$8,000	\$10,195	127%
County Groundwater	\$6,650	133%	\$5,000	\$7,625	152%
Wis. Fund Application Fees	\$1,800	60%	\$1,500	\$1,650	110%
Fire Signs	\$8,120	203%	\$5,000	\$9,530	190%
Nonmetallic Mining	\$32,930	106%	\$31,000	\$31,750	102%
Subdivision Plat Review	\$1,360	136%	\$1,000	\$0	0%
Certified Survey Maps	\$7,880	113%	\$7,000	\$8,800	101%
Planned Rural Development (PRD)	\$8,950	100%	\$8,000	\$8,000	100%
Conditional Use Permit	\$9,750	98%	\$9,000	\$10,750	119%
Conditional Use Permit (EA Dwelling)	\$500	100%	\$600	\$500	83%
Rezoning	\$1,500	50%	\$2,500	\$1,250	50%
Non Construction Fines (Court)	\$2,458.81	98%	\$2,500	\$1,520.52	61%
Permit Fines/Penalties	\$2,300	92%	\$2,500	\$1,200	48%