

CLARK COUNTY PLANNING AND ZONING DEPARTMENT ANNUAL REPORT FOR 2008



Land Information



Planning and Zoning



Survey

Presented to the Clark County Planning and Zoning Committee
June 15, 2009

INTRODUCTION

This report provides a summary of operations in the Clark County Planning and Zoning Department during 2008. The Department consists of a Planning and Zoning section, a Survey section, and a Land Information section.

DEPARTMENT STAFF

Clark County Planning and Zoning Department employed the following staff in 2008. (Years with county in parentheses.)

- ◆ Department Administrator Steve Kunze (8)
- ◆ Administrative Secretary Sharon Ratsch (32)
- ◆ Land Use Technician Steve Schwanebeck (4)
- ◆ County Surveyor Wade Pettit (9)
- ◆ Land Information Technician (Surveyor Technician)..... Rod Mayer (8)
- ◆ GIS Analyst Bill Shockley IV (8)

DEPARTMENTAL RESPONSIBILITIES

The Clark County Planning and Zoning section of the department administers the POWTS (private onsite wastewater treatment system) and Sanitation program, the Nonmetallic Mine Reclamation program, the Shoreland/Wetland Zoning ordinance, the Clark County Floodplain Zoning ordinance, the Clark County Forestry and Recreation Zoning ordinance, the Clark County Subdivision ordinance, Clark County Campground ordinance, and assignment of E911/rural address numbers.

The Clark County Survey section is responsible for the maintenance and remonumentation of the PLSS (Public Land Survey System) corner monuments within the county. The county surveyor is responsible for determining floodplain elevations on private property when requested, performing boundary surveys along the Clark County Forest and private property, and reviewing certified survey maps and county subdivision plats.

The Clark County Land Information section maintains and upgrades Clark County land information and the county GIS (geographic information system). This section also prepares maps for use by other county departments, the county board, other municipalities, and for sale to the general public. The *Clark County Plat Book* and *Clark County Address and Road Atlas* are prepared by the Land Information Office.

All three sections work together in maintaining and updating the rural address database, the parcel database, and the Property Management Portal (NAZCA site).

DEPARTMENT SECTION SUMMARIES

A summary of activity during 2008 is provided for each section of the department in the following pages. The summary includes an administrative overview and activity within each separate discipline overseen by that section.

PLANNING AND ZONING SECTION

Planning and Zoning – POWTS and Sanitation System Program

The POWTS program regulates private sewage systems that utilize plumbing and water, the Sanitation System program regulates reconnections to existing POWTS and installation of sanitation systems. Approved sanitation systems are pit and vault privys, chemical toilets, composting toilets and incinerating toilets. The POWTS and Sanitation System Program include the following duties:

- ◆ review and approval of soil tests
- ◆ review and approval of POWTS designs
- ◆ issuance of state sanitary permits
- ◆ POWTS installation inspections
- ◆ administration of Wisconsin Fund Grant program
- ◆ review and approval of reconnection and sanitation system plans
- ◆ inspections, when required, for reconnections and sanitation system installations
- ◆ response and action to violations of POWTS and Sanitation program regulations

Clark County has participated in the Wisconsin Fund Grant Program since 1980. The program reimburses Clark County residents up to 60 percent of the cost for replacing a failing POWTS. The total reimbursement to successful applicants in 2008 was \$40,068; **the total reimbursement to Clark County property owners since 1980 is now \$1,074,074.**

Table 1

2008 POWTS/Sanitation System Program Statistics	
Activity	Number
Soil Tests Reviewed	110
Onsite Soil Test Inspections	17
Percent Soil Tests Field Inspected	15.4%
POWTS Plans Reviewed/Approved	154
State Sanitary Permits Issued	155
POWTS Installations	132
POWTS Installation Inspections	132
Sanitation System Permits Issued	48

The Clark County Planning and Zoning Committee adopted several changes to the POWTS and Sanitation System fee schedule effective January 1, 2008. The plan review fees for were increased to \$90 (a \$30 increase) for a holding tank and to \$200 (a \$25 increase) for a non-holding tank POWTS. A \$50 review fee is now required for all soil tests submitted to the Clark County Planning and Zoning Department. All other POWTS-related fees will remain unchanged for 2009.

The Wisconsin Department of Commerce implemented several rule changes to Chapters Comm 81-87, Wisconsin Administrative Code. Those changes include:

- increasing the portion of the state sanitary permit fee submitted to the Department of Commerce from \$75/permit to \$100/permit,
- requiring the governmental unit (county) to complete an inventory of all POWTS within their jurisdiction by October 1, 2011,
- requiring the governmental unit (county) to develop and implement a comprehensive POWTS maintenance program by October 1, 2013.
- increasing the amount of reimbursements grants to property owners who replaced a failing POWTS.

Table 2

2008 POWTS and Sanitation System Program Revenue				
	# Issued	Revenue	DComm Share	County Share
State Sanitary Permit	141*	\$49,350	\$11,025	\$38,325
County Sanitary Permit	48	\$7,125	\$0	\$7,125
Totals	202	\$55,425	\$10,350	\$45,435
*Includes transfers/renewals which don't require \$75 payment to Department of Commerce				

Planning and Zoning – Rural Emergency Number/Addressing Program

Rural emergency/address numbers are determined and assigned by the Clark County Planning and Zoning Department. The number is determined in the field using GPS or, when practical, in the office using GIS. The number is integrated into the E911 system, and the department orders the sign which is shipped to the town for installation. A grant application was submitted by the Clark County Emergency Management Department for funds to utilize for the replacement of the existing signs with larger 2-sided signs that install perpendicular to the roadway.

Table 3

E911/Rural Addressing Program		
Feature	2007	2008
New Numbers	148	131
Sign Replacement	11	2
Number Corrections	4	3

Planning and Zoning – Nonmetallic Mine Reclamation Program

The Clark County Planning and Zoning Department has administered the Clark County Nonmetallic Mine Reclamation Ordinance since August 2001. The ordinance is mandated by statute and Wisconsin Natural Resources Administrative Code. The program provides for a permitting program to regulate the reclamation of sites utilized for the mining and processing of sand, gravel, and topsoil. Table 4 provides a summary of the reclamation program including number of mines, number of permitted acres, active acres, and reclaimed acres.

Table 4

Nonmetallic Mine Reclamation Activity		
Feature	Quantity	
Year	2007	2008
Number of Permitted Mines	39	40
Number of New Mines	2	1
Number of Permitted Acres	1817	2300
Number of Active Acres	302	393
Number of Inactive Acres	9	9
Number of Reclaimed Acres	12	13*
* Interim reclaimed. Final evaluation conducted in 2009.		

Each mine is assessed an annual fee for the number of acres being disturbed. Inactive mines are assessed an annual fee of \$50 per mine. Active mines are assessed at a rate of \$25 per acre with a minimum of \$100 charged for mines under 5 acres. The Clark County Planning and Zoning Committee increased the annual fee to match the fee schedule utilized by the DNR. The fee increase became effective December 1, 2008 and will apply to the collected fees for 2009. The annual fee is not collected for interim reclaimed acres approved by the Clark County Planning and Zoning Department. A portion of the annually collected fee is submitted to the Wisconsin Department of Natural Resources. Table 5 illustrates the collection and allocation of mining fees in 2008.

Table 5

2008 Nonmetallic Mine Annual Fee Summary				
	Number	Fee Collected	DNR Share*	County Share
Active Mines	36	\$13,580	\$2,715	\$10,865
Inactive Mines	3	\$150	\$45	\$105
Totals	39	\$13,730	\$2,760	\$10,970
*The DNR share is determined in 2008 and collected in late 2008, early 2009.				

Planning and Zoning – Land Use Permit Programs

The Clark County Planning and Zoning Department administers the Clark County Shoreland Zoning/Wetland ordinance, Clark County Floodplain ordinance, and the Clark County Forestry and Recreation ordinance. Certain activities under each ordinance are allowed through the issuance of a Clark County Land Use Permit.

The *Clark County Shoreland/Wetland Ordinance* regulates land use and improvements along navigable waters. This ordinance impacts land 1,000 feet from a lake or flowage and 300 feet from a river or stream. In general, building is restricted within seventy-five feet of the ordinary high water mark (OHWM) of the water. Additional setbacks from roads and lot lines are also provided. Use is typically limited to residences, though some exceptions and conditional uses are allowed. Clark County Planning and Zoning Department issues Land Use Permits for construction activity within this zone.

The *Clark County Floodplain Ordinance* regulates construction within the identified floodplain along rivers, streams and lakes. Flood Insurance Rate Maps provided by the Federal Emergency Management Agency delineate areas subject to inundation by a 100-year flood event. The Clark County Planning and Zoning Department issues Land Use Permits for construction activity within the floodplain zone.

The *Clark County Forestry and Recreation Zoning Ordinance* regulates land use and construction within the boundaries of the Clark County Forestry and Recreation Zone. This zone encompasses the Clark County Forest and nearby private parcels in the Towns of Butler, Mead, North and South Foster, Seif, Hewett, Mentor, Dewhurst, Levis, Washburn, and Sherwood. The Clark County Planning and Zoning Department issues Land Use Permits for construction activity within this zone.

The Clark County Planning and Zoning Department issued 51 Land Use Permits in 2007 generating revenue of \$4,800. See Table 6 for a summary of land use permit fee revenue in 2008.

Table 6

2008 Clark County Land Use Permit Summary		
Ordinance	# Permits Issued	Revenue
Shoreland/Wetland	26	\$2,775
Forestry/Recreation	13	\$1,500
Floodplain	0	\$0
Contaminated Soil	0	\$0
Total	39	\$4,275

Planning and Zoning – Clark County Subdivision Ordinance

The Clark County Planning and Zoning Committee reviewed no subdivision plats in 2008. The Clark County Planning and Zoning Committee began a revision of the Clark County Subdivision Ordinance in July, 2007 that continued through 2008 and into 2009. Proposed changes to the ordinance include a survey requirement for all newly created parcels of 10 acres or less, a minimum lot size of 1 acre, and required access to a public road.

Planning and Zoning – Property Management Portal (NAZCA)

The Clark County Property Management Portal provides online, fee-based access to Clark County recorded documents, tax information, permit information, and GIS. Users can enroll as a monthly subscriber or as a pay-as-you-go user. The predominant users are title companies, real estate agents and attorneys; most are enrolled as subscribers. The program is a joint effort among the Clark County Planning and Zoning Department, the Clark County Treasurers Office, and the Clark County Register of Deeds Office.

Table 7

Property Management Portal Revenue -- 2008		
Number of Users	2007 Revenue	2008 Revenue
250	\$16,297	\$15,228

SURVEY SECTION

The Survey section is responsible for the remonumentation and maintenance of section corners in the county. Survey needs of the Clark County Highway Department and Forestry Department are provided by the Clark County Surveyor. Beginning in 2007, the Survey section began performing floodplain elevation surveys and, when requested, submitting the Letter of Map Amendment (LOMA) to FEMA on behalf of private property owners. The survey staff is working with the Land Information section in developing the GIS parcel layer for incorporated municipalities.

Survey – Section Corner Program

Clark County has 3,805 section corners. The original land survey was performed in Clark County in the 1840's when this area was still a territory. Those original corners and subsequent monumentation provide the reference points for all land divisions and property ownership. The maintenance and remonumentation of those corners is the responsibility of the Clark County Surveyor. To date, the county is 78% remonumented.

Survey – Floodplain Boundary Program

The Clark County Surveyor began marking floodplain boundaries in 2007 when the property is located within a detailed floodplain study area or within suitable distance from a bridge or impoundment having 100 year floodplain elevation included in the design calculations. The surveyors completed 7 Loma's in 2008 generating \$3,150. An approved LOMA results in removal of the property from the 100-year floodplain.

Survey – Parcel Update Project

The survey section also worked with the Clark County Land Information section to update parcel boundaries. Prior years required that this work be outsourced to a private firm. The work is now performed “in-house” for a department savings of \$10,000 to \$15,000 per year.

Survey – Incorporated Parcel Creation Project

The survey section continues work with the Clark County Land Information section in developing a parcel layer for each of the incorporated municipalities in Clark County. (See Land Information summary below.) The completed project should result in increased revenue for the Property Management Portal project since it will increase the available parcel information to subscribers by 25 to 30 percent.

LAND INFORMATION SECTION

The Land Information Section consists of the Clark County Land Information Officer and the GIS Analyst. The Clark County Land Information Office coordinates land information projects, maintains the county GIS webpage, oversees map creation and sales, and recommends projects for local governments. Sales of maps and datasets resulted in nearly \$5,000 in revenue in 2008. The Land Information Officer applied for and received a Base Budget Grant and Education Grant totaling \$7,500 in 2008. The Base Budget Grant was awarded to aid in developing a county-wide data layer of navigable waters; the Education Grant of \$300 is awarded to defray continuing education costs in the land information discipline. The grant monies are derived from the recording fees generated at each counties Register of Deeds office. Counties that generate less than \$50,000 per year in recording fees are eligible for the Base Budget Grants; all counties are eligible for the Education Grant. The Clark County Board of Supervisors passed a resolution in 2008 in favor of changing the Register of Deeds recording fee from a per page method to a flat fee system. The change would result in an overall increase in fee monies of which a larger portion is proposed for distribution to counties for the land information program.

Land Information – Parcel Updates

The GIS Analyst and County Surveyor coordinated efforts to update the county parcel database in 2008. The work consists of adding newly created, updated, corrected, or altered parcels to the county parcel database. The raw information is provided by the Clark County Treasurer's office.

Land Information – Incorporated Parcel Creation Project

There are currently 34,600 parcels in the county – this includes incorporated and unincorporated areas. There are 7,600 parcels in the incorporated (cities and villages) portions of the county. A primary goal of the Land Information Office is to create a parcel data base for the incorporated regions and provide that parcel information through the county website. Work continued on that project through 2008. The cities of Neillsville, Greenwood, Colby, and the Village of Granton have been completed. The cities of Thorp and Owen should be completed in early 2009. The completed data layers are presented to the communities in both a digital format and a hardcopy atlas.

Land Information – Platbook Project

Preliminary discussions began in 2008 for creation of the next Clark County Platbook. The Clark County Land Information Office works with the Clark County Extension Office to develop

the book. The GIS Analyst prepares all maps and indexes, and assists in layout design. The platbook should be completed in late summer 2009.

CORRESPONDENCE

The Clark County Planning and Zoning Department issued 44 orders for the following items in 2008:

2008 Enforcement Correspondence			
Type of Order	#	Type of Order	#
Order to Upgrade a Failing POWTS (WI Fund)	14	Order to Obtain a Land Use Permit	5
Order to Upgrade a Failing POWTS	2	Order to Report Pumping Events	3
Order to Obtain a Sanitary Permit	15	Order Requiring Follow-up Inspections	3
Order to Submit Maintenance Reports	1	Order to Remove Building from Floodplain	1