

Sheboygan County Planning and Resources Department Annual Report 2008

Mission Statement and Summary of Responsibilities

The Planning & Resources Department serves to improve and promote the quality of community living, natural resources, and real property records for Sheboygan County's 28 municipalities and its citizenry. In doing so, we seek to balance environmental and economic vitality, in a business principled, cost-effective, ethical manner.

Planning & Zoning Division Responsibilities

- Administer and enforce the *Sheboygan County Sanitary Ordinance*.
- Administer and enforce the *Sheboygan County Shoreland-Floodplain Ordinance*.
- Administer and enforce the *Sheboygan County Subdivision Ordinance*.
- Administer the County's Hazardous Waste program.
- Administer the County's Waste Pharmaceutical Collection program
- Coordinate the County's compliance with State Administrative Code NR-216 Phase II for stormwater management as required by the Federal Clean Water Act.
- Coordinate the implementation of the Federal Non-Motorized Transportation Pilot program that provides up to \$25 million for the development of a non-motorized transportation network to connect neighborhoods, schools, business, and recreation areas.
- Administer State recreation grant-in-aid funds including the Snowmobile Funds, Fish-And-Game Aids, Stewardship, and other grant programs we qualify for as they become available.
- Administer the State Farmland Preservation Program, issuing zoning certificates to farmers participating in the program allowing them to receive income tax credits.
- Maintain address and responder information in the Computer Aided Dispatch system for the County Sheriff's Department.
- Develop and maintain emergency response mapping for emergency responders in the County.
- Issue addresses and maintain accurate mapping and road lists throughout the County.
- Maintain, coordinate, and oversee the daily operation and management of the County recreational facilities including the Old Plank Road Trail, Interurban Trail, Broughton Sheboygan Marsh Park, boat access sites at Gerber Lake, Jetzer Lake, Crystal Lake, Little Elkhart Lake, and Elkhart Lake, and the Gerber Lake Wildlife Area.
- Maintain, coordinate, and oversee the Sheboygan Marsh Management Agreement with Wisconsin Department of Natural Resources.
- Assist the Friends of the Sheboygan Marsh organization in the construction of a tower at the Marsh Park.
- Maintain Geographic Information System data for the county including roads, navigability, hydrology, shoreland-floodplain jurisdictional boundaries, Federal Emergency Management Agency floodplain mapping, and zoning.
- Provide planning and mapping assistance to local communities.
- Develop, maintain, and revise components of the County's comprehensive plan.
- Coordinate the planning process to ensure compliance with the State of Wisconsin's Smart Growth law.
- Administer the County's Stewardship and Smart Growth-Stewardship grant program.
- Administer the Wisconsin Fund program that provides financial assistance for individuals with limited income to replace failing septic systems.

Real Property Listing Division Responsibilities

- Maintain accurate records for land ownership in Sheboygan County, except in the City of Sheboygan.
- Coordinate the municipal assessment process for tax purposes in all of Sheboygan County, except in the City of Sheboygan.
- Assist the public with land records information including parcel identification numbers, parcel descriptions, and title information, except in the City of Sheboygan.
- Maintain accurate mapping of all tax parcels and municipal boundaries in Sheboygan County, except in the City of Sheboygan.

Sheboygan County Planning and Resources Department Annual Report 2008

Goals and Objectives Achieved in 2008

The 2005-2009 Federal Transportation Bill included a grant of \$25 million to Sheboygan County to develop a network of non-motorized transportation facilities throughout the county. Sheboygan County is one of four communities in the nation preparing to embark on this endeavor. Sheboygan County was recognized as a community able to appropriately implement this program because of the commitment to non-motorized facilities in the past including the development of the Old Plank Road Trail along State Highway 23 as well as the development of new facilities such as the Interurban Trail that is scheduled to be completed later this year.

The County Planning Department and the Highway Department, with guidance by the County Administrator, are working together to implement this program. A County Comprehensive Bicycle and Pedestrian Facility Plan was completed. Funding has been authorized for 33 projects and 21 of the projects are currently either in design or have design contracts in final stages of negotiations. Construction is scheduled to begin on 7 projects in the summer/fall of 2009. A limited term employee was hired for the Project to assist in data gathering for the Final Report to Congress. The position is 100% funded through the pilot program.

Construction of the Sheboygan County section of the Interurban Trail was completed to Oostburg with the exception of signage. The trail is constructed in the former bed of the Interurban Rail Line, much of which is owned by WeEnergies. The County and WeEnergies have entered into an agreement to allow the trail to be in their right-of-way. North of the Village of Oostburg, the rail bed is owned by private entities; the trail will be routed onto local roads to the City of Sheboygan and down to the lakefront.

The County was successful in obtaining a State Comprehensive Planning Grant in 2008. Staff was hired and a citizen committee convened to begin plan preparation.

The Department has continued to coordinate compliance with the Wisconsin State Administrative Code NR-216 for stormwater management as required by the Federal Clean Water Act. The County has received its stormwater discharge permit from the Department of Natural Resources. A County Stormwater and Erosion Control Ordinance was adopted and the County Land and Water Conservation Department administers the Ordinance. A stormwater partnership was formed consisting of all Phase I and II communities in the County; the partnership has developed an information and education program which continues to be implemented.

A 501(c)(3) corporation was successfully formed for the Friends of the Broughton Sheboygan Marsh and that organization is moving forward towards construction of a tower at the Marsh in 2009.

In 2008, 216 sanitary permits were issued, a slight increase from the 208 permits issued in 2007. The increase is due to replacement of failing septic systems identified as part of the County's mandatory maintenance program and compensates for what would likely have been a decrease in permits due to the economy downturn. In 2008, 83 shoreland permits and 4 conditional use permits issued, a substantial decrease from the 127 shoreland permits issued in 2007. It is here that the economic downturn is most felt in permit fees. The complexity of the permit issuance process and type and size of the projects continue to grow, increasing the time spent per permit.

There were 46 certified survey maps reviewed by the Planning & Zoning Office in 2008, almost half of the 82 maps reviewed and approved in 2007. No new subdivision plats were approved in 2008, although several are in various stages of review. The certified survey maps contained 79 new lots encompassing 856 acres. This is a sharp decline from the 139 lots encompassing 1,496 acres approved in 2007.

The Real Property Listing Office handles all real property listing functions for the tax rolls in all communities in the County, except for the City of Sheboygan. Sixty certified survey maps were processed by the Office, down from 103 in 2007. Overall, 393 splits of property in the County (except for the City of Sheboygan) were processed during 2008, down from 564 in 2007.

Sheboygan County Planning and Resources Department Annual Report 2008

Effective January 1, 2009 the real property listing function of the Department was transferred into the Treasurer's Office and the mapping function was transferred to the Planning Department.

Budget

The Planning & Resources Department's 2008 expenses show a negative variance of \$56,750 from the adopted budget. The negative variance is mainly the result of the transfer of donations collected in prior years for the construction of an observation tower at Marsh Park to the Friends of the Marsh organization. Other budgetary deficits were the result of increased legal services for the Board of Adjustments and interdepartmental charges from the Highway Department that were higher than planned. The Department continues to look at all revenues and expenses to streamline the budget and insure a minimal impact on the County tax levy. The 2009 Department budget is \$1,767,714.

Issues, Concerns, and Constraints

- Implementation of the Federal Non-Motorized Transportation Pilot Program will require additional resources that the Department does not currently have.
- Increasing complications related to Ordinance regulation. Permit issuance continues to be increasingly more difficult, with site configurations that are more challenging and projects that have not been encountered before.
- Compliance with the provisions of the Wisconsin Department of Natural Resources NR-216 Phase II permit, as required by the Federal Clean Water Act.

Goals and Objectives for 2009

- Continued implementation of the Federal Non-Motorized Transportation Pilot Program.
- Completion of the Sheboygan County Comprehensive Plan.
- Continue to expand the Waste Pharmaceutical Collection program.
- Work toward the upgrade of the final segment of the Old Plank Road Trail to current design standards.
- Continue toward County compliance with NR-216 State stormwater rules within the allotted timeframe for compliance with Federal Clean Water Act.
- Work closely with the Sheriff's Department and the Information Systems Department to ensure Geographic Information System data integrity, efficiency of data delivery, and eliminate duplication of efforts.
- Secure outside funding from various sources to enhance the programs administered by the Planning & Resources Department.
- Administer the County Stewardship and Smart Growth-Stewardship Grant program.
- Continue to administer the Sanitary, Shoreland-Floodplain, and Subdivision Ordinances to provide the public with timely service while protecting the County's resources.

SHEBOYGAN COUNTY PLANNING DEPARTMENT

