



Sheboygan County Planning & Resources Department

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PLANNING DIRECTOR

JIM HULBERT

February 26, 2010

The Honorable County Board Supervisors and
Administrator Adam Payne
508 New York Avenue
Sheboygan, WI 53081

Dear Supervisors and Mr. Payne:

The year 2009 was full of many exciting opportunities in the Planning Department. The year began with the transitioning of the Real Property Listing responsibilities of the Department to the County Treasurer. This transition eliminated the Property Lister position and moved two staff under the table of organization to the Treasurer's Department. The County Land and Water Conservation Department has been co-located with Planning into the space previously occupied by the Property Listing office. With this move collaboration on projects has allowed for efficiencies for both staff and the public in our daily responsibilities.

The budgeting process for 2010 laid the groundwork for changes to the funding of the Department recreation facilities. Through the amendment of the County Code the County Board has shifted the program funding to a fee-based system. Through this change the public that utilizes the facilities will be responsible for the ongoing operational needs for these facilities while providing the Department the ability to continue adequate maintenance to ensure a quality experience for users that reside in or visit Sheboygan County.

The Department has become involved in the federal Superfund hazardous waste cleanup efforts of 14 miles of the Sheboygan River. The coordination role of the Department has fostered the collaboration of many partnering agencies, local businesses and the public to develop the best possible cleanup project for Sheboygan County. The successful completion of this project will advance the aquatic habitat improvements needed to improve fisheries, recreation, and create opportunity for economic growth in the County.

The Marsh Park has seen the completion of the construction of the State's tallest wooden observation tower. The fundraising for this project has been ongoing for several years. With the assistance of many benevolent donors, The Friends of the Broughton Sheboygan Marsh, Jos. Schmitt and Sons Construction and US Bank, the tower has been added to the County Marsh Park facility allowing the public an opportunity to view the resource from new heights.

The Federally funded Non-Motorized Transportation Pilot Project has seen the implementation of some of the construction projects that were awarded early in the project selection process. The Department has been working diligently with local project sponsors on the process for design and ultimately construction of the projects recommended by a Citizens Advisory and Technical Committee and selected by the Joint Planning, Resources, Agriculture and Extension and Transportation Committees

The past year has offered many challenges and opportunities for the Planning Department. Your support and continued dedication to the County helps make all of our successes possible.

Sincerely,

Jim Hulbert
Planning Director

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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 state mandated *Sheboygan County Sanitary Ordinance*.
- Administer and enforce the state mandated *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 mandated 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, mandated Federal Emergency Management Agency floodplain mapping, and zoning.
- Provide planning and mapping assistance to local communities.
- Maintain and revise components of the mandated County's comprehensive plan.
- 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.

Goals and Objectives Achieved in 2009

Continued progress on implementation of the Federal Non-Motorized Transportation Pilot Project. 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 & Pedestrian Facility Plan was completed by Planning in 2007. Funding has been authorized for 39 projects, 7 are complete with the remainder of the projects are currently either in design or have design contracts in final stages of negotiations. Construction is scheduled to begin on 8 projects in the summer/fall of 2009.

The Department has continued to coordinate compliance with the mandated Wisconsin State Administrative Code NR-216 for stormwater management as required by the Federal Clean Water Act. The County has received its

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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.

The Department assisted the Friends of the Broughton Sheboygan Marsh in the construction of the Marsh tower, which was completed in December.

The Department has become involved in the federal Superfund hazardous waste cleanup efforts of 14 miles of the Sheboygan River and coordinates much of the activity associated with this large and complex project to remove polychlorinated biphenyls (PCB's) and other dangerous contaminants from the river to protect the environment and human health.

The Department coordinated efforts to find funding for the protection of the Amsterdam Dunes area and to make it a national demonstration project.

In 2009, 156 sanitary permits were issued, a decrease of 28% from the 216 permits issued in 2008. The decrease is believed to be due to the economy downturn. In 2009, 88 shoreland permits and 7 conditional use permits issued; a slight increase from the 83 shoreland permits and 4 conditional use permits issued in 2008. The complexity of the permit issuance process and type and size of the projects continue to grow, increasing the time spent per permit. As a result, Department staff completed an extensive review of permit fees. Rather than simply increasing across the board, a study was completed of the amount of time spent processing each permit. Almost all fees by the Department were increased to reflect the true cost. Some fees were actually reduced.

The Department reviewed and approved 39 certified survey maps in 2009, down from 46 maps reviewed and approved in 2008. No new subdivision plats were approved in 2009, although several are in various stages of review. The certified survey maps contained 75 new lots encompassing 964.4 acres. This is down from the 79 lots encompassing 856.1 acres approved in 2008.

On 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 2009 expenses show a negative variance of \$54,849 from the adopted budget. The negative variance is mainly the result of reduced permit revenues because of the housing slump and slow economy (\$-27,475) and the distribution of Stewardship Fund grants collected in prior years (-\$38,875). The Department introduced and the County Board adopted increased permit fees to more accurately cover the cost of administration of the various permitting programs. The 2010 Department budget is \$2,111,003. With anticipated revenues totaling \$1,339,382, the Department's impact on the tax levy is \$763,371, or 36% of the cost of doing Departmental business.

Issues, Concerns, and Challenges Ahead

- Implementation of the Federal Non-Motorized Transportation Pilot Program continues to require additional resources that the Department does not 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.

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- Implementation of the changes to the Shoreland Ordinance to comply with the new state-mandated revisions to NR 115.

Goals and Objectives for 2010

- Modernization of the Sanitary Permit records program to gain efficiencies with a goal to reduce the Sanitary Maintenance fee by 2012.
- Assist local Towns with the state-mandated transition from Farmland Preservation Program to the Working Lands Initiative.
- Continued implementation of the Federal Non-Motorized Transportation Pilot Program.
- Implementation of the state-mandated Sheboygan County Comprehensive Plan; with the review of Ordinances for consistency. This mandated program will also require Sheboygan County to revise the Farmland Preservation Plan.
- Continue to expand the Waste Pharmaceutical Collection program with the goal of locating a second permanent drop off box, this one in the City of Plymouth.
- Continue to expand the collection of hazardous wastes from households, farms, and small businesses and increase opportunities for citizens to recycle waste electronics under a new statewide landfill ban on these items.
- Work toward the reconstruction and repair of the Old Plank Road Trail to meet current design standards and safety concerns.
- Work toward the connection of the Interurban Trail in two phases: from Oostburg to the City of Sheboygan, and from Sheboygan to Green Bay.
- Continue toward County compliance with the state mandated NR-216 State stormwater rules.
- 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.
- Continue efforts to streamline Department functions to achieve greater efficiencies and cost reductions.
- Administer the County Stewardship and Smart Growth-Stewardship Grant program.
- Continue to administer the state mandated Sanitary, Shoreland-Floodplain, and Subdivision Ordinances to provide the public with timely service while protecting the County's resources.
- Continue to coordinate the federal Superfund hazardous waste dredging project in the Sheboygan River to remove the source of persistent contaminants, lift fish consumption bans, and greatly improve economic development potential.
- Continue to seek funding for the preservation of the Amsterdam Dunes area with its unique resources and unique opportunities.
- Continue to work with the lessees of the Marsh Lodge and Campground and the Friends of the Marsh non-profit organization to further improve facilities at the Marsh, including a new multi-purpose building.
- Establish a fee-based recreation program funding mechanism and further improve recreational assets owned by Sheboygan County.
- Continue to collect data on the economic impact that trails and other recreational assets have on the County.

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