



PIERCE COUNTY WISCONSIN

DEPARTMENT OF LAND MANAGEMENT & RECORDS

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2008 ANNUAL REPORT

DEPARTMENT OF LAND MANAGEMENT & RECORDS

Mission Statement

To promote a higher quality of life for current and future residents of Pierce County through the exercise of sound planning and zoning by administering and enforcing county land use plans, the zoning and subdivision code and other development regulations in a fair, efficient, effective and professional manner.

Department Staffing

The Department of Land Management experienced no personnel changes during 2008.

Department Policies, Plans & Activities

Our department experienced a decrease in permit activity, which is one of many indicators that point to the slowing economy. The department increased code compliance monitoring, stepped up file scanning activities, had one-on-one permit software training, and increased planning technical assistance to the Towns throughout the County. Amendments to ch. 115 Numbering of Buildings and Roads, ch. 239 St. Croix Riverway Zoning, and ch. 240 Zoning ordinances were made and public hearings were held in 2008. The Town of River Falls Livestock Facility Siting Ordinance was also reviewed. All of these ordinances were reviewed and approved by the Land Management Committee and forwarded to the County Board for consideration. The Pierce County Land Records Modernization Plan was revised. A total of seven (7) Farmland Preservation Agreement applications were reviewed and approved in collaboration with the Land Conservation Committee, Land Management Committee, and County Board, and then forwarded to the Department of Agriculture, Trade & Consumer Protection. The Land Management Committee reviewed three (3) projects (sand mine, flea market, and transmission equipment manufacturer) that required site plan review. The John & Mary Heisler land donation and purchase in the Town of Martell were surveyed, a certified survey map created, surrounding deeds were corrected, and converted to Pierce County Public Parkland in collaboration with the Parks Department. The department assisted in the resolution of camping cabins in conjunction with the Wisconsin Department of Commerce, Public Health, and Parks Department. In conjunction with the University of Extension, the second annual septic maintenance and landscaping seminar was held. The Trimble Recreation Area project had many improvements completed in 2008 that include streambank restoration, fish bunker construction, handicap accessible trail and fishing areas, and construction of four (4) pavilions. Phase III of the Comprehensive Planning Effort – Facilitation & Goal Development began with the facilitation assistance from Rudd and Associates. This planning effort started with the establishment of a steering committee, the methodology of a public participation plan was created and followed, and several meetings throughout the county took place in 2008. Completion is expected prior to January 1, 2010. Information regarding this process and other information are located on the department's website.

Working today for a better tomorrow

Department Revenues

The Land Management Department is responsible for the collection of fees for permits and other related activities. Fees totaling \$121,601.82 were collected in 2008 (see Table 1).

Table 1: Department Fees Collected						
Fee	2003	2004	2005	2006	2007	2008
Land use permits	\$90,233.73	\$103,155.23	\$118,782.87	\$78,223.72	\$59,085.80	\$38,681.72
CSM reviews	\$5,590.00	\$5,000.00	\$6,125.00	\$3,550.00	\$2,800.00	\$2,450.00
CSM Surveyor's fund	\$4,410.00	\$5,355.00	\$20,590.00	\$14,150.00	\$13,400.00	\$10,525.00
Parkland dedication fee	\$138,795.00	\$206,193.00	\$221,497.80	\$73,085.60	NA	NA
Public hearings	\$10,200.00	\$12,300.00	\$13,440.00	\$11,250.00	\$11,500.00	\$14,400.00
Sanitary fund	\$58,900.00	\$61,275.00	\$64,675.00	\$50,175.00	\$36,650.00	\$26,075.00
Sanitary permits to State	\$19,200.00	\$19,125.00	\$16,000.00	\$12,750.00	\$9,900.00	\$6,675.00
Land records modern	\$7,786.24	\$9,373.87	\$9,478.47	\$6,256.99	\$4,599.31	\$3,015.04
Postage	\$8.89	\$7.32	\$85.80	\$30.40	\$25.00	\$23.00
Copies	\$1,913.95	\$1,358.75	\$1,555.63	\$242.15	\$1,463.25	\$200.50
Nonmetallic Mining Fees	\$1,575.00	\$1,785.00	\$1,875.00	\$16,437.60	\$16,529.40	\$14,272.20
Sales Tax	\$428.24	\$525.62	\$525.15	\$344.51	\$253.19	\$165.96
GIS Revenue	\$7,830.56	\$7,075.00	\$4,550.00	\$3,856.80	\$2,700.00	\$2,668.40
Soil Test Review	NA	NA	\$5,425.00	\$4,625.00	\$3,675.00	\$2,450.00
Total	\$346,871.61	\$432,528.79	\$484,605.72	\$274,977.77	\$162,580.95	\$121,601.82

Planning

The Department of Land Management continued to provide Geographic Information System (GIS) support to the following county departments: Administration, County Clerk, County Forester, Cooperative Extension, Land Conservation, Public Health, Treasurers Office, Farm Services Administration, Solid Waste/Recycling, Human Services, Highway, Fair, Emergency Management, and the Sheriff's Department. The Department sold, exchanged, or provided data with, United States Army Corps of Engineers, United States Census Bureau, United States Geological Survey, FEMA, Wisconsin DOT, Wisconsin DNR, Wisconsin State Cartographer, Wisconsin Emergency Management, Wisconsin Geological & Natural History Survey, University Wisconsin River Falls, Minnesota Department of Administration, , Minnesota Land Information Center, Metropolitan Council, Dunn County, St Croix County, Chippewa County, Pepin County, Goodhue County, Village of Ellsworth, Village of Bay City, Town of River Falls, Town of Martell, Town of Salem, Town of Clifton, Prescott School District, City of Prescott, City of River Falls, City of Red Wing, Prescott Ambulance, Red Wing Ambulance, River Falls FD, Elmwood FD, St. Croix Gas, Pierce-Pepin Cooperative, Northern Natural Gas, Rudd & Associates, First American Corelogic, Proxix, Hager Telecom, TIES, The Lawrence Group, Emergency Services Consulting, Stantec Consulting, Landretti & Company, First American Spatial Solutions, Stevens Engineering, Cedar Corporation, Pitney Bowes, Dairyland Power, TeleAtlas, CenturyTel, S & L Consulting, CDM, Hudson Map, and Stevens Engineering. The Land Management Specialist, Rand Kluegel, provided support for the installation and maintenance of the mapping component of the CAD (Computer Aided Dispatch) and Reverse 911 systems in the Sheriff's Department. Rand Kluegel and Carol Denninger, Planning Secretary, continued to incorporate and verify MSAG (Master Street Address Guide) updates with INTRADO (911 Mobility Service) and AT&T.

Specific Department of Land Management 2008 GIS tasks and projects:

- Applied for and received WLIP Grant;
- Developed and maintained Dispatch Center CAD 911 & Reverse 911 System mapping data sets;
- Developed and maintained data sets for county website and departmental intranet sites;
- Provided EMS and address maps to service providers;
- Edited and entered Universal Address Number (UAN) updates;
- Continued to update geocoded centerline data in towns, cities, and villages;

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- Maintained GIS data for county web site;
- Revised town zoning maps;
- Coordinated parcel and COGO updates;
- Provided staff support for Land Management Committee;
- Assisted County Surveyor in remonumentation project;
- Developed Survey Corner and Control Map for the Towns of Spring Lake and Union;
- Provided GIS support for Public Health's Radon Studies.

Surveying

2008 Accomplishments:

- Beginning in January, all new county monuments placed in 2007 were researched and monument reports prepared. Maintenance reports were prepared, or monument records updated, for all monuments maintained in 2007.
- 70 new county monuments were placed in 2008 (20 in Spring Lake, 1 in Prescott, 2 in Diamond Bluff, 12 in Rock Elm, and 35 in Union).
- 60+ county monuments were maintained during 2008.
- 8 corner positions were excavated in 2008 with 5 monuments recovered.
- GPS positioning work was completed in the Towns of Spring Lake and Union (partial), which were/are being resurveyed, plus parts of the Towns of Rock Elm and Diamond Bluff, the City of Prescott, and along Highway 63 south of U.S. 10 (prior to roadwork there).
- The resurvey of the Town of Spring Lake was completed. Maps for distribution were prepared by Rand Kluegel. This Town was the most challenging of all the townships we have resurveyed. As of 1/16/2009, all the monument records for Spring Lake were typed and filed.
- Before commencing the resurvey of the Town of Union, we completed a number of special projects in response to requests. Those projects were:
 - 1) The survey of the Heisler Trust property in the Town of Martell. This proved to be challenging due to defective deeds within and adjoining the property.
 - 2) The remonumentation of Section 23 and the south line of Section 26 in the Town of Rock Elm.
 - 3) The partial retracement and remonumentation of the east line of the Town of Rock Elm, in cooperation with Dunn County. We will complete this east line with Dunn County in the spring of 2009.
 - 4) The remonumentation of two meander corner positions along the Mississippi River in T25N, R19W, Town of Diamond Bluff.
- The resurvey of the Town of Union is two-thirds completed. Frozen ground stopped our progress.
- 48 Certified Survey Maps (CSMs) with 66 lots/outlots were reviewed.
- Coordinate and elevation data for the county's GPS control monuments were submitted to the State Cartographer's Office for inclusion on their "Control Finder" database, which is accessible on their website.
- As always, many requests for information from citizens, private surveyors, and county employees were processed.

Plans for 2009, prior to County Surveyor retirement in the spring:

- Research and type monument reports for all monuments placed or maintained during 2008.
- As time permits, index the coordinates for all government corner positions in the townships resurveyed by ourselves and submit them to the State Cartographer's Office for inclusion in their "PLSS Finder" database, which is accessible on their website.
- Write all town chairmen regarding their roadwork plans for 2009.
- Complete a minor Map of Survey for the Highway Department at the Hager City pit.
- Maintain approximately 20 corner positions in public roads if the roadwork has been completed there. Update the monument records.
- Complete the remonumentation of the north two-thirds of the Town of Union. It is here that the most troublesome corner positions are located and I have determined positions for most of them.
- Prepare monument records for all monuments set or maintained.
- Complete the remonumentation of the east line of the Town of Rock Elm in cooperation with Dunn County. We expect to excavate 2 corner positions here and frost or wet ground could postpone this work until after my retirement.
- Resolve two troublesome corner positions along the county line in the Town of Clifton.
- Complete the cleaning, weeding and organizing of all the files we have created.

Suggested plans for 2009, following County Surveyor retirement:

- Meet with the Highway Department to discuss their roadwork plans for 2009.
- Re-witness and remove monuments as needed in advance of roadwork by the state, county and towns.
- Complete the resurvey of the Town of Union.
- When the WDOT publishes coordinate and elevation data for Region 6B of their Height Modernization Program, the county surveyor will have to gain a clear understanding of what is available, how to utilize it and how to convert between datums, adjustments, etc., in order to better accomplish county work and to answer questions about it. It will provide additional, very accurate, horizontal control, but its principle value will be to enable very accurate vertical surveys, by GPS methods, throughout the county.
- Commence resurvey work in the Town of Rock Elm.

Zoning

Land Use Permits:

A total of 272 Land Use Permits were issued in 2008 (Table 2 below). Towns with the largest total number of all Land Use Permits issued were Oak Grove (33), Clifton (31), and Trenton (29). Of the 272 Land Use Permits issued in 2008, forty-two (42) new dwelling permits were issued and 230 Land Use Permits were issued for additions, accessory structures, businesses, and other various uses in the unincorporated area of Pierce County. Towns with the largest total number of new dwelling permits issued were Oak Grove (6), Gilman (5), Maiden Rock (5), and Clifton (4). Ten percent (10%) of issued land use permits were reviewed and field checked by department staff for compliance.

Town	New Home Const. Value	New Dwelling	Add/Dwg	Utility	Garage	Busin.	Misc.*	Total
Clifton	\$1,140,000	4	11	9	5	0	2	31
Diamond Bluff	\$30,750	2	2	1	1	1	0	7
Ellsworth	\$295,000	2	2	2	3	0	2	11
El Paso	\$50,000	1	2	6	0	0	4	13
Gilman	\$278,500	5	8	11	1	0	2	27
Hartland	\$455,000	2	3	8	1	0	2	16
Isabelle	\$280,000	2	0	0	0	1	0	3
Maiden Rock	\$1,609,000	5	3	8	2	0	1	19
Martell	\$0	0	7	2	0	1	1	11
Oak Grove	\$2,547,000	6	9	7	4	3	4	33
Rock Elm	\$263,998	2	2	5	1	1	0	11
Salem	\$60,000	1	1	6	0	2	3	13
Spring Lake	\$81,895	1	2	6	1	0	0	10
Trenton	\$515,900	4	3	8	3	3	8	29
Trimbelle	\$865,000	4	2	14	3	2	0	25
Union	\$88,000	1	3	7	2	0	0	13
Total	\$8,560,043	42	60	100	27	14	29	272

Sanitary Permits:

A total of 114 state and county sanitary permits were issued in 2008. A total of 91 State Sanitary Permits (Table 3a) were issued and a total of 23 County Sanitary Permits (Table 3b) were issued. The sanitary permit allows a person 2 years from the approval date to have their septic system installed. Of the septic systems installed throughout Pierce County, a total of 98 septic systems were inspected in the 2008. Most, but not all, septic systems require an inspection. Department staff issued 16 orders to correct failing systems in 2008.

Table 3a: 2008 STATE Sanitary Permits

Town	Mound			NPIG		At-Grade		Holding Tank		IGP		Other Mod.		Total
	N≤24"	N>24"	R	N	R	N	R	N	R	N	R	N	R	
Clifton		2		2	1									5
Diamond Bluff		1	2	1	1									5
Ellsworth	1	1	2	1	2									7
El Paso		1			2			1						4
Gilman	3	1	4											8
Hartland		2	1		3									6
Isabelle					1									1
Maiden Rock		2	1	1	1									5
Martell			2		1									3
Oak Grove	1	3			1		1	1						7
River Falls		3	1	1	3	1	1						1	11
Rock Elm		1	1					1						3
Salem			1	1	1		1							4
Spring Lake														0
Trenton		2		4	2				1					9
Trimbelle	1	3	3		1		1							9
Union			2				1	1						4
Totals	6	22	20	11	20	1	5	4	1	0	0	0	1	91

Notes: N = New; R = Replacement; IGP = In-Ground Pressurized;
 IGNP = In-Ground Non-Pressurized; Mod = Modifications

Table 3b: 2008 COUNTY Sanitary Permits

Town	System Repair	Reconnect	Privy	Transfer	Renewal	Total
Clifton	1	1				2
Diamond Bluff						0
Ellsworth		1				1
El Paso						0
Gilman						0
Hartland						0
Isabelle		1				1
Maiden Rock		2	1			3
Martell		1			1	2
Oak Grove				1	1	2
River Falls	2	1				3
Rock Elm						0
Salem		1				1
Spring Lake		1			1	2
Trenton	1	2				3
Trimbelle		1				1
Union		1		1		2
Totals	4	13	1	2	3	23

Permit Summary:

Table 4 summarizes land use and sanitary permit activity over the past eight years.

Table 4: Permit Activity Summary								
Permit	2001	2002	2003	2004	2005	2006	2007	2008
Land Use Permits	535	487	530	507	530	384	359	272
Sanitary Permits – State	250	270	256	254	214	179	133	91
Sanitary Permits - County	26	52	22	22	23	16	18	23
Totals	811	809	808	783	767	579	510	386

Sanitary Grants:

Pierce County entered the Wisconsin Fund for Private Sewage System Grant program in 1980. The program provides financial assistance to homeowners for replacement of failing sewage systems. Since 1980, 626 systems were replaced that received \$1,412,607 in grant funding. The Department continued to participate in the Wisconsin Fund Grant program in 2008, where five (5) of the five (5) grant applications were awarded \$18,928. Table 5 summarizes the success of the Wisconsin Fund Grant program for Pierce County over the past eight years.

Table 5: WI Grant Fund			
Application Year	# Grant Applications	# Grants Awarded	\$ Awarded to Citizens
2001	8	8	\$29,091
2002	9	9	\$29,696
2003	12	9	\$24,577
2004	12	8	\$13,792
2005	11	10	\$40,915
2006	6	3	\$11,658
2007	8	6	\$19,380
2008	5	5	\$18,928
Totals	71	58	\$188,037

Non-Metallic Mining:

There were no applications for new Nonmetallic Mining operations. All sites remained active as there was no completed reclamation on any of the sites. The Annual Reclamation Permits & Fees were collected per Pierce County Code Chapter 241. A total of 39 mining sites were in effect for 2008, with 412-acres mined (unreclaimed acres), and the County collected a total of \$12,352 to process these permits. Table 6 describes the size of the mines and associated number of permits.

Table 6: 2008 Nonmetallic Mining	
Mine Size	# of Permits
1 to 5 acres	18
6 to 10 acres	13
11 to 15 acres	3
16 to 25 acres	3
26 to 50 acres	1
51 acres or larger	1

Code Compliance:

The Land Management Department processed numerous complaints and worked with the Corporation Counsel's office to obtain compliance on these and other noncompliance issues. Zoning staff also worked in conjunction with the Solid Waste Department, the Public Health Department, the Department of Commerce, and the Department of Natural Resources on several complaints. The majority of the compliance issues initiated in 2008 were resolved without requiring legal action; the remaining issues are yet to be resolved and staff is working to bring these properties into compliance. Staff is continuing to use all of its mechanisms to work with property owners to ensure that the property is being used in a manner that is compliant with regulations.

Subdivision of Land:

With collaboration from the surveying office, forty-eight (48) new Certified Survey Maps (CSMs) were submitted in 2008 for review that totaled sixty-six (66) lots and outlots. Of these 48 CSMs submitted in 2008, forty-three (43) CSMs were approved. There were Four (4) CSMs submitted in 2007 pending approval and were approved in 2008. Overall, 47 CSMs were reviewed and approved in 2008 creating 65 new lots and outlots. Out of the CSMs reviewed, 46 are considered a Minor CSM, which is a CSM creating 1-2 parcels within a 5 year period. One (1) CSM is considered a Major CSM, which is a CSM creating 3-4 parcels within a 5 year period, and is reviewed by the Land Management Committee. In 2008, no (0) plats were granted final plat approval by the Land Management Committee. Therefore, 0 lots were created through the platting process in 2008.

Public Hearings:

One-hundred percent (100%) of expired CUP applications were updated and tabulated. Twenty-four (24) new conditional use permit (CUP) applications were submitted to our department, where \$7,200 fees were collected and a public hearing

held for each. Types of application requests include the following: 6 – expansion of a non-conforming building, 4 – farm & home based business, 2 – wind electric generation tower, 2 – expansion/intensification of a conditionally permitted use, 2 – accessory residence, 2 – private outdoor recreation use, 2 – establish general retail & sales, 1 – expand preexisting nonconforming use in Industrial district, 1—180 ft monopole communication tower, 1 – expansion of a nonmetallic mine, and 1 – kennel. Seven (7) new rezone applications were submitted to our department and each held a public hearing. A total of \$3,500 fees were collected for these rezone applications. The Board of Adjustment held three (5) public hearings, resulting in the collection of \$1,400 in fees.

2008 Goals

The Land Management Department and Committee sought to further their mission statement in 2008 with the following:

Table 7: 2008 Goals		% Accomplished
1	Maintain and improve relationships with the Townships; assist/provide guidance to towns in addressing planning and zoning issues.	On-going
2	Oversee the completion of Phase III Comprehensive Planning Process	On-going
3	Facilitate collaborative relationships with other county departments to increase efficiencies and use of departmental resources.	On-going
4	Ordinance review and update or tighten.	On-going
5	Create new Stormwater, Sediment, & Erosion Control Ordinance, and adopt a checklist and standards.	On-going
6	Complete Trimbelle River Park project.	90% complete
7	Department Administrator returns fulltime to the Land Management Department.	100% complete
8	Certified Survey Map (CSM) Tracking for Zoning Density	40% complete
9	Complete hydraulic shadow/floodplain zoning below adopted dam breach study- 2 watersheds remaining	On-going
10	Update and amend Pierce County Code Ch.115, 239, & 240.	100% complete
11	Set-up, utilize, and report sanitary and land use permits through the new electronic permitting & filing software.	100% complete
12	Map all Nonmetallic Mines.	100% complete
13	Map all 2008 septic installations with GPS	100% complete
14	Update all mining information and tabulate	100% complete
15	Remonument the Town of Union	67% complete
16	Survey the proposed Heisler Trust parkland donation, Town of Martell	100% complete
17	Update GIS portion of the county website	95% complete
18	Develop the necessary data for Mobile Mapping/AVL and Reverse 911 capability in the Sheriff's Department;	100% complete

2009 Goals

In addition to the above on-going goals, the Land Management Department Staff identified the following goals:

- Maintain and improve relationships with the Townships; assist/provide guidance to towns in addressing planning and zoning issues.
- Facilitate collaborative relationships with other county departments to increase efficiencies and use of departmental resources.
- Ordinance review and update.
- Oversee the completion of Phase III Comprehensive Planning Process
- Update the Pierce County Recreation Plan.
- Inter-office education post Comprehensive Plan adoption.
- Assist with guidance to Towns addressing the Comprehensive Plan adoption and future goals.
- Assist in the create of a Stormwater, Sediment, & Erosion Control Ordinance, and adopt a checklist and standards
- Update Shoreland Ordinance after Wisconsin DNR completes their update
- Complete Trimbelle River Park project
- Complete updating the GIS portion of the county website
- Complete the remonumentation of the Town of Union

- Begin remonumentation of the Town of Rock Elm.
- Complete hydraulic shadow/floodplain zoning below adopted dam breach study—2 watersheds remaining
- Continue to complete Certified Survey Map (CSM) Tracking for Zoning Density
- Map all 2009 septic installations with GPS
- Set-up and utilize holding tank maintenance list with sanitary and land use permits through the new electronic permitting & filing software.